

ADMINISTRATIVE HEARINGS
103 Coleman A. Young Municipal Center (48226)
1004 Coleman A. Young Municipal Center-Hearing Rooms
(313) 224-0098

The Department of Administrative Hearings (DAH) was established on January 1, 2005, as a major initiative aimed at stamping out blight in the city. The DAH is a quasi-judicial body that adjudicates blight violations in Detroit. Ordinance violations have a major impact on the quality-of-life for Detroit citizens. For this reason, the City of Detroit worked successfully to change state law to allow the city to create this innovative quasi-judicial approach to municipal ordinance enforcement: the DAH.

The DAH is an independent department of the City of Detroit. The Director of the DAH is appointed by the Mayor and also serves as the Chief Hearings Officer. The department is divided into the Property Maintenance Division, Zoning Division and the Illegal Dumping/Solid Waste Division. Licensed attorneys serve as administrative hearing officers.

Property maintenance, zoning, illegal dumping and solid waste ordinances are now within the jurisdiction of the DAH. Previously, these types of cases were heard in the 36th District Court. Cases that come before the DAH include violations of building, zoning, health, sanitation and environmental ordinances.

The Property Maintenance Division of the DAH hears cases filed by Buildings and Safety Engineering and Environment Department. In these cases, Blight Violation Notices are issued by building inspectors and by police officers. Violations in these cases include, but are not limited to:

- Failure to obtain certificate of compliance
- Failure to obtain a certificate of rental registration
- Rat harborage
- Failure to remove snow and ice
- Inoperable vehicles
- Failure to maintain exterior of property
- Failure to comply with emergency orders

The Zoning Division of the DAH hears cases filed by Buildings and Safety Engineering and Environment Department. In these cases, Blight Violation Notices are issued by building inspectors. Violations in these cases include, but are not limited to:

- Violations of special land use grants
- Change of land use without a permit
- Change of building use without a permit
- Failure to obtain the required certificate of maintenance of grant conditions

The Illegal Dumping and Solid Waste Division of the DAH hear cases filed by the Department of Public Works. Blight Violation Notices in these cases are issued by health and environmental inspectors and police officers. Violations in these cases include, but are not limited to:

- Early or late placement of Courville containers at the curb
- Improper set-out of bulk waste
- Improper storage of solid waste
- Animal and fowl excrement violations

- Illegal dumping

Blight is not just an urban issue. In surveys across the nation, residents have ranked blight-related offenses among one of their top concerns. The Mayor has made compliance with blight ordinances a priority. The Department of Administrative Hearings provides a legal forum where such cases are heard in a fair, expedient and cost-effective manner.

DAH FEE SCHEDULE

Administrative Fee.....	\$20.00
Motion Fee.....	\$20.00
Subpoena Fee.....	\$25.00
Appeal Processing Fee.....	\$25.00
Copies	\$00.50

AIRPORT DEPARTMENT

11201 Conner (48213)

(313) 628-2146

The Detroit City Airport was renamed the Coleman A. Young Airport in honor of the late Mayor of Detroit, Coleman A. Young, in 2003.

Since 1927, Detroit City Airport has played an integral role in Metropolitan Detroit's regional transportation system. The airport first served as the region's only air carrier facility, providing Detroit with a gateway to cities throughout the North American Continent.

Today, the Coleman A. Young Airport is an aviation center providing services to citizens of Detroit as well as those of all Southeastern Michigan. The airport is a port of entry and U.S. Customs/Immigrations providing services to arriving flights requiring customs clearance.

The airport is managed by a staff of employees, including a director. The Airport Department has the responsibility for holding land for the Coleman A. Young Airport. The director recommends the enactment of ordinances designed to safeguard the public upon, or beyond the limits of private airports, landing fields or other facilities within the city or its police jurisdiction, against the perils and hazards of aerial navigation.

The Airport has its own fire station, maintenance and administrative support staff. Among its tenants are car rentals, aircraft fuel service operator, certified flight instructors, freight and charter operators and aircraft repair service.

The Airport encompasses 263 acres with two runways and associated taxiway systems. The primary runway, 15/33, is 5,100 feet long with a full instrument landing system. The secondary runway is 4,100 for visual flight operations, exclusively. Both runways are 100 feet wide. The Airport is available for aircraft operations 24 hours - 365 days a year.

Geographical location is the airport's biggest advantage. Surrounded by light and heavy industry and only five miles from the downtown business center, the airport is ideally suited to service business travelers.

(City Charter Chapter 4)

ARTS DEPARTMENT
THE DETROIT INSTITUTE OF ARTS
5200 Woodward Avenue (48202)
(313) 833-7900

The Arts Commission and The Detroit Institute of Arts are the successors to the original Detroit Museum of Arts as created by the charter of 1918. On February 1, 1998 an Operating Agreement between the City of Detroit and The Detroit Institute of Arts took effect. Under terms of this agreement, the Founders Society Detroit Institute of Arts, reconstituted as The Detroit Institute of Arts, Inc. became an independent contractor to the City of Detroit and accepted responsibility to manage and operate The Detroit Institute of Arts. Detroit Institute of Arts assets, including the art collection, museum facility, land, etc., are retained by the City of Detroit.

The Arts Commission is appointed by and serves at the pleasure of the mayor. No person will be eligible for appointment if they are not citizens of the United States. Commission members serve four-year terms without compensation, and are responsible for oversight of the Operating Agreement and approval of the appointments of The Detroit Institute of Arts Director and Deputy Director.

The Detroit Museum of Arts had its origin in the Art Loan exhibition in 1883, soon after which, by the active efforts of the public-spirited citizens, \$100,000 was raised by popular subscription to erect and equip a Museum of Art. This was followed shortly by a donation of the property at the corner of Jefferson Avenue and Hastings Street. The paintings and other collections were valued at more than \$1,000,000 at the time they were conveyed to the city in 1918. The present building of the Detroit Institute Arts on Woodward Avenue was dedicated in October 1927. This building is adapted from the style of the Italian Renaissance and is built of Vermont marble. It was erected by the people of Detroit at a cost of about four million dollars. The Ford Wing of the museum was financed through the support of Eleanor and Edsel Ford and was completed in 1965. The Cavanaugh Wing was financed entirely by the city of Detroit and was opened in October 1971.

The museum is arranged by major curatorial departments-Africa, Oceania and Indigenous Americas, American Art, The Arts of Asia and the Islamic World, the James Pearson Duffy Department of Contemporary Art, European Art, General Motors Center for African American Art and Prints, Drawings and Photographs. There is also a Learning and Interpretation Department, Research Library, Conservation Services Laboratory, Museum Shop and dining facilities and the Detroit Film Theatre. In addition to its permanent collection, the Art Institute offers special exhibitions, lectures, concerts and other special events and gallery talks on the history and enjoyment of art. Guided tours in the museum and slide lectures in schools are offered by appointment. Individual and family memberships to The Detroit Institute of Arts are available for purchase.

Departmental Publications include:

- DIA Member Magazine is published quarterly and mailed to members who do not have an email address.
- DIA Member E-Magazine is published monthly and emailed to all members with current email addresses and to others who have indicated interest.
- Bulletin of the Detroit Institute of Arts is published once annually and is available by subscription for \$15 a year ((\$10 for members).
- The Annual Report is published once a year as a PDF that is posted on the museum Web

site.

- At intervals, catalogues and smaller publications for exhibitions originated by the DIA.
- Gallery Information Sheets-available without charge in principal galleries of the DIA.
- Miscellaneous brochures on various departmental programs.
- Admission: \$8.00 for adults, \$6.00 seniors, \$4.00 for youth (ages 6-17), children under 5 years free and Detroit residents free on Fridays.
- Hours: 10:00am to 4:00pm-Wednesday through Thursday
10:00am to 10:00pm-Friday
10:00am to 5:00pm-Saturday and Sunday

(Detroit City Charter Sec. 7-301)

AUDITOR GENERAL

208 Coleman A. Young Municipal Center (48226)

(313) 224-3101

The Auditor General is appointed for a ten-year term by a majority of City Council members. The Auditor General must be a Certified Public Accountant. Any person having held, the position of Auditor General is not eligible for reappointment. The Auditor General may hold no other city, county or state office concurrently.

Among the duties of the Auditor General as prescribed by the Detroit City Charter or City Ordinances are:

1. To make audits of the financial transactions of all city agencies at least once every two years or as otherwise directed by the City Council. The Auditor General will have access to the financial and other records of all City agencies anytime.
2. To make a full report to the City Council of each individual audit and file a copy with the Mayor.
3. To make a report of the financial position of the city as soon as possible after the close of each fiscal year.
4. To investigate the administration and operation of any city agency and report findings and recommendations to the City Council and the Mayor.
5. To make reports to City agencies of irregularities of practice and erroneous accounting methods with recommendations for improving the accounting procedures and systems of the agencies.
6. To settle all disputed claims in favor of/or against the city to the extent and in the manner provided by ordinance. Once a claim is disallowed by the City's Law Department, the claimant may appeal that claim to the Auditor General by using forms available from the Law Department. The Charter requires that no legal proceedings may be brought upon a claim within the jurisdiction of the Auditor General, until the claim is rejected by the Auditor General or until six months have elapsed from the time of filing the claim with the Auditor General.
7. To perform analysis of the Mayor's proposed budget annually for the City Council;
8. To serve as a member of the Risk Management Council which evaluates and makes recommendations to the Mayor and City Council concerning the effectiveness of risk management functions within the city.
9. To serve as chairperson on the Vehicles for Hire Commission, for taxicab operators and limousines.

10. To serve as chairperson of the Towing Rate Commission which regulates rates of trucks operating for the City of Detroit.
(Detroit City Charter Secs. 4-201 to 4-206)

BUDGET DEPARTMENT

1100 Coleman A. Young Municipal Center (48226)
(313) 224-6260

The Mission of the Budget Department is to compile and monitor all necessary financial planning information and to make recommendations so that the City's Administration can deliver quality, essential services to efficiently preserve public safety, promote economic development and strengthen the financial base of the City of Detroit.

Additionally, Budget Department staff processes and monitors all City of Detroit employee travel arrangements connected with training and government related conferences. Other responsibilities include monitoring and processing telecommunication usage and payments.

Official publications include the annual **City of Detroit Budget**, and the biennial **Capital Agenda**. The **Capital Agenda** is a proposed five year plan which reflects an attempt to schedule and prioritize major public and private physical improvements in the City of Detroit. Although there is no charge for any Budget Department publication, hard copies of these documents are available only in very limited quantities and may be viewed on the City's website @ <http://www.detroitmi.gov>. Copies for public use are available at the Main Library and the office of the Budget Department. The Budget Department also prepares Executive and other summary publications which are available from time to time.

(Detroit City Charter Secs. 6-101 to 6-103 and Secs. 8-201 through 8-301)

BUILDINGS SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT

401 Coleman A. Young Municipal Center (48226)
(313) 224-3251

History

Building permits were first issued in 1877 under provisions of ordinance enforced by several Departments. The first official Building Code was enacted in 1911. The Buildings, Safety Engineering & Department (B.S & E) with its several divisions, was established when the old City Charter became effective in 1918. The B S & E Department has quasi-police powers for enforcing the various ordinances under its jurisdiction and operates under a director appointed by the Mayor. These ordinances provide for the health, safety and welfare of the people. The State of Michigan enacted Public Act 230 of 1972 that mandated the adoption of a National Construction Code with local amendments by all code enforcement agencies in Michigan. The city adopted BOCA codes with local amendments as its construction codes. The State of Michigan enacted Public Act 54 of 1986 that mandated certain minimum qualifications and State Registration by Inspectors, Plan Reviewers and Building Officials. City inspectors, plan reviewers and building officials are State registered. In 1999 the State of Michigan enacted Public Act 245 of 1999 that required that a single construction code adopted by the State be enforced throughout Michigan. Today, the B, SE & Environmental Department(name change

effective, July 1, 2010 from BS&E to BS&E and Environmental) enforces those single construction codes and other City Ordinances pertaining to the building environment.

Organization

The Organizational Structure of the Department changes to suit the effective enforcement of the codes and ordinances. The department is made up of several divisions and units within divisions, all under the management of the Administrative Division. The main divisions are the Plan Review Division, Buildings Inspection Division, Mechanical/Electrical Inspection Division, Housing/Plumbing Inspection Division, Property Maintenance Division and Licenses/Permits Division. Of the approximate 275 employees, nearly 120 are engaged in inspection work. Inspection work is done on a permit, referral, license, complaint or area basis.

DEPARTMENTAL ADVISORY BOARDS AND COMMITTEES

- Board of Rules
- Board of Appeals
- Administrative Committee Drain Layer Contractors Examining Board
- Electrical Examining
- Wrecking Board of Examiners
- Special Land Use/Hearing

Codes and Ordinances Enforced

- The Department enforces the following codes and ordinances:

State of Michigan Construction Codes

- The following are in effect now: As the State adopts newer codes the city will automatically enforce those in effect at that time.
- Michigan Building Code 2003
- Michigan Barrier Free Code (Contained in the MBC 2003)
- Michigan Residential Code 2003
- Michigan Uniform Energy Code (Contained in the MRC 2000)
- Michigan Rehabilitation of Existing Building Code 2003
- Michigan Electrical Code 2002
- Michigan Mechanical Code 2003
- Michigan Plumbing Code 2003

City Ordinances

- Boiler and Pressure Vessel Ordinance #705-G
- Stationary Engineers and Boiler Operators Licensing Ordinance #706-G
- Elevator Ordinance #A.S.M.E. A17.1
- Property Maintenance Ordinance Chapter 9 Article #1
- Zoning Ordinance Chapter #61 approved by City Council May 2005
- Nuisance Abatement Ordinance #556-H NOT FUNDED
- Pre-Sale Housing Inspections-Chapter 26, Article III of the 1984 Detroit City Code, as amended, Sales or Conveyances of one or two family dwellings.

Special Land Use/Zoning

Detroit's current Zoning Ordinance, Chapter 61, was adopted by City Council and became effective in May 2005. The Zoning Ordinance dictates which land uses may be legally established and/or expanded in the city's approximately thirty (30) Zoning Districts which fall under one of the following general categories: Residential (R), Business (B), Industrial (M), and several "Special" Districts.

Zoning Ordinance Chapter 61 also includes development standards and requirements including, but not limited to: off-street parking, setbacks, landscaping, screening, fencing, traffic control and architectural design.

The Special Land Use/Zoning Division conducts and coordinates Site Plan Review for all Conditional Land Uses. In addition, schedule, mail, publish and post Notices of Public Hearings for all Conditional Land Uses. Conducts and chairs Public Hearings and recommends Conditional Approval (or denial) of requested Conditional Land Uses.

In addition, the SLU/Zoning Division researches and prepares response letters to requests for Zoning Verification and/or “rebuild” letters and represents B,SE & Environmental at City Council, the Board of Zoning Appeals, the City Planning Commission, with Developers and the Public and with other organizations and groups as requested.

Permits

It is always advisable to check for permit & zoning requirements prior to when you plan to do the work or have it done by a contractor only. A licensed contractor may only do certain mechanical installations. Remember, most alterations and any additions to a building require a building permit. Also, new or replaced plumbing fixtures, electrical installations, new or replaced oil or gas units, etc. require a permit. Check with your contractor or check with the department to determine whether a permit has or needs to be obtained. Obtaining required permits provides your best protection for satisfactory, properly inspected and approved jobs.

Plan Review Division performs

- the review of preliminary design plans and final construction plans for all buildings or other structures to assure complete safety of the structures and occupants.
- research of current information on new design methods and materials substantiated by tests when necessary.
- establishing yearly unit construction costs of various types of buildings to be used for construction estimating purposes.
- coordinates the plan review by other various city departments and agencies necessary for the permitting.
- examination of electrical layouts, plans and specifications on all buildings other than one and two-family residences.
- examination of plumbing layouts, mechanical plans and specifications on all buildings other than one and two-family residences.
- examination of all mechanical plans and specifications on all buildings other than one and two-family residences.

Building Inspection

- Inspection of new construction, additions, alterations, private demolitions and change of use and occupancy of building and other structures.
- Temporary building
- Signs and awnings

Mechanical Inspection

Inspection of boilers, pressure vessels, gas, solid fuel and oil burning equipment, space heating distribution systems, refrigerating, air conditioning equipment, elevators, escalators, dumbwaiters, workmen’s hoist, powered service platforms, flammable liquid’s installations, liquefied petroleum gases systems, anhydrous ammonia systems, hazardous (flammable, toxic or oxidizing) gases systems.

Examination of applicants to be licensed as: Stationary Engineer, Boiler Operator,

Refrigeration's Operator Refrigeration Journeyman, Elevator Journeyman, Elevator Contractor.

Electrical Inspections

Inspection of all new electrical installations including all changes and additions to existing installations.

Plumbing Inspections/Housing Inspections

Inspection of all new installations, alterations and replacement of plumbing piping and fixtures, as well as all appurtenances and appliances connected with either the water supply, plumbing or drainage system.

Periodic inspection and re-inspection of plumbing in all buildings other than one and two-family residences for compliance with the Cross Connection Program, required by the Michigan Department of Environmental Quality.

Investigation of reports of hazardous, unsanitary and defective plumbing and drainage systems.

Housing Inspections

- Issuing Certificates of Compliance and Approval.
- Pre-Sale inspections of all one and two-family dwellings based upon guidelines for habitability and livability.
- Repair and own contracts and inspections; NUISANCE ABATEMENT-NOT FUNDED

Property Maintenance Inspections

- Periodic inspections of existing buildings such as churches, schools, factories, theaters, hotels, shelters and commercial buildings
- Inspection of establishments and equipment requiring licensing;
- Zoning Ordinance enforcement
- Blight Infraction enforcement

Dangerous Buildings & Demolition

- Inspection of dangerous and unsafe buildings
- Demolition of those buildings

License and Permits

- Issuance of building, sign, electrical, plumbing, safety engineering (this includes boiler, elevators, refrigeration, etc.) and demolition permits
- Issuance of business and occupational licenses under the jurisdiction of the department
- Registration of builder and contractor occupational licenses
- Issuance of rental registrations
- Billing of periodic inspections made by the division of the department
- Sales of all codes under the jurisdiction of the department
- Maintenance of escrow accounts for housing violations, utility payments and fire insurance

Fees

- The department publishes a fee schedule which is available on request.

CABLE COMMUNICATIONS COMMISSION, DETROIT

333 Coleman A. Young Municipal Center

(313) 224-2100

(313) 224-2411 FAX

The Detroit Cable Commission is responsible for the operation of the City of Detroit Government Access Channel 10 and Educational Access Channel 22, and works cooperatively with other departments and organizations to provide Public Education and Government Access programming to residents of the City of Detroit. Channel 10 carries tape delayed coverage of special events of public interest, information on city services and programs, meetings of other City Commissions, and City Council Committees. Channel 22 carries educational oriented programming.

The City Government Channel is available on both Comcast and AT&T U-Verse. On Comcast cable, residents tune to Channel 10 for Government Access programs and Channel 22 for Educational Access programs. ON AT&T U-Verse, residents tune to Channel 99 and scroll to the selected City Government Channel – “Detroit”, for Government Access programs.

The Cable Commission also provides online Government Access programming via videos, city news and information through Face Book, Twitter and You Tube.

Government Access programming is developed through coordination and production functions with proficiency in social media, videography, directing, producing, editing, writing, lighting and graphics arts. The coordination of projects includes the facility and equipment use, utilization of tapes and audio or graphic productions. The production of programming requires the shooting, editing and packaging of the product.

(City Code Chapter 9.5)

(Ord. No. 440-H, Sub. Sec. 1(61A-2-1(c), 4-29-81; Ord. No. 495-H, Sec. 1, 3-17-82)

CITY CLERK

200 Coleman A. Young Municipal Center (48226)

(313) 224-3270

(313) 224-2075 FAX

The City Clerk shall be a citizen of the United States and a resident of the city. The City Clerk is elected at the city election held every fourth year on the first Tuesday after the first Monday in November.

A Deputy Clerk is appointed by the City Clerk. In the absence or disability of the City Clerk, or while the position is vacant, the Deputy City Clerk shall exercise all the powers and perform all the duties of the City Clerk.

To administer oaths and take affidavits; to exercise other powers and duties as provided by laws. To serve as Clerk to the City Council, Chief Elections Officer of the City and custodian of the Corporate Seal. The City Clerk maintains the Record of the City Council and the City Code of Ordinances. Ordinance Staff provides for citizens, information and referral services to various city departments. As Chairperson of Elections Commission, Chief Elections Officer of the City of Detroit, Clerk to the Board of Canvassers will continue to increase voter participation by providing voter education. As Clerk to the City Council, will seek innovative technology to enhance the quality of service to citizens.

Among the City Clerk's powers and duties are:

1. To keep the corporate seal and all papers filed in or pertaining to his/her office.
2. The clerk oversees all of City Council meetings, prepares records and preserves all of its proceeds.
3. To certify, when requested, under the corporate seal, copies of all papers and records in his/her office.
4. To administer oaths and take affidavits.
5. Give notice of all voter registrations and elections. To perform duties prescribed in connection with such registration and elections.
6. To supervise elections by virtue of the clerk's position as Chairman of the Election Commission and Chief Election's Officer of the city.
7. To maintain reasonable accessible voter registration sites throughout the city.
8. To receive nominating petitions filed by a candidate for nomination to an elective city office.
9. The City Clerk is the clerk of the Board of City Canvassers.
10. The City Clerk, under the state law, issues Going-Out-Of Business Sale Licenses.
11. The City Clerk prepares Gaming License Resolutions Homestead and New Neighborhood Enterprise Zone Resolutions and City Council Committee Report Resolutions.

Citizens Information Service

The Citizens Information Section is a division of the City Clerk's Office that provides information to citizens relative to public services and refers them to the proper department.

Publications Available

The City Clerk's Office has the following publications available to the public:

1. Detroit City Code, \$155.00
2. Supplements to the Detroit City Code, \$25.00
3. Detroit City Charter, \$6.00
4. Weekly Journal of the City Council, \$30.00 (for the year)
5. Bound volume of the Journal of the City Council, \$40.00
6. Directory of Officials, FREE
7. Municipal Manual, FREE
8. Quit Claim Deeds, \$1.25
9. District/Precinct Maps (small/large \$10.00)
10. All copies \$.25 cents per page.

CITY CLERKS FROM 1824

Voltaire Spaulding	1824 to 1826
John J. Deming.....	1827 to 1830
John L. Whiting	1831, 1832
John Winder.....	1833, 1834
Felix Hinchman.....	1835
George Byrd.....	1836 to 1839
Caleb F. Davis.....	1840 to 1842
Robert E. Roberts.....	1843 to 1848
J. Van Rensselaire.....	1849, 1850
Amos T. Hall.....	1850
Daniel Munger	1851, 1852
Horace S. Roberts	1853
Richard Starkey.....	1854 to 1857

Francis W. Hughes.....	1858, 1859
Rolin C. Smith	1860, 1861
Herman A. Lacey	1861
Francis Parmstaller.....	1862 to 1865
Henry Starkey	1866 to 1871
Charles H. Borgeman.....	1872 to 1877
Louis Dillman	1878 to 1881
Alex A. Saenger	1882 to 1885
William T. Dust	1886, 1887
Aug. G. Kronberg	1888 to 1891
Charles R. Forster	1892 to 1895
John A. Schmid.....	1896 to 1902
George T. Gaston	1903 to 1908
Charles A. Nichols.....	1909 to 1912
Richard Lindsay	1913 to 1925
Richard W. Reading.....	1926 to 1937
Fred W. Castator	1938 to Nov. 23, 1940
Thomas D. Leadbetter.....	Nov. 23, 1940 to Dec. 1969
George C. Edwards	1970 to 1973
James H. Bradley	1974 to 1993
Jackie L. Currie.....	1994 to 2005
Janice M. Winfrey.....	2006 to present
(Detroit City Charter Sec. 3-103)	

City Clerk's Archives and Records Management Division
65 Cadillac Square, Ste. #1600 (48226)
313.628.2055
313.628.2057 FAX

The Detroit City Clerk's Archives and Records Management Division consist of permanent records which are valuable in preserving the history of Detroit. The records show how the City of Detroit identified operational issues, created policies, procedures, and enacted legislation.

The collection includes the following:

- Appropriations (City of Detroit)
- Budget (City of Detroit)
- Casino Information
- Charter Amendments (1954 edition)
- City Charters (1931, 1933, 1935, 1938, 1944, 1948, 1952, 1954, 1956, 1958, 1974, 1991, 1997)
- City Council Minutes
- Dangerous Building Letters
- Departmental Files
- Detroit City Code (Incl. Loose leaf supplements numbers 1 – 23, excluding number 8)
- Journal of City Council
- Neighborhood Empowerment Zone (Applications)

- Neighborhood Opportunity Fund (NOF) / Block Grant
- Nuisance Abatements
- Oaths of Office
- Ordinances
- Petitions (City Council Hearing Requests)
- Special Subject Files
- Subdivision Plats
- Tax Abatements

Procedures

To request copies of needed documents, a Public Record Request form must be completed. Archival materials may not be taken out of the Archives and Records Management Division. All copies are \$.25 per page. No food, beverages, or candy allowed.

CITY COUNCIL

1340 Coleman A. Young Municipal Center (48226)
(313) 224-3443

The Detroit City Council, one of the country's few full-time city legislative bodies, consists of nine (9) members elected at large for a four year term. The City Council was first constituted as the legislative body of the City in 1824 (replacing a Board of Trustees) and was called the Common Council until July 1, 1974 - the effective date of Detroit's new City Charter.

If a vacancy occurs on the City Council thirty (30) days or more before the filing deadline for general election in the city or special citywide election, the vacancy shall be filled at that election for the remainder of the unexpired term. If a vacancy occurs on City Council less than thirty (30) days before the filing deadline for a general election in the City of special citywide election, the vacancy shall not be filled until the subsequent general election in the City or special citywide election.

Council Members must be citizens of the United States, a resident of the City and at least 18 years of age at the time of filing. Compensation of Council Members is set by the Elected Officials Compensation Commission.

The Council Member receiving the highest number of votes is President of the Council, and the Council Member receiving the next highest number of votes is President Pro Tempore.

The City Council adopts such rules as it deems necessary to govern its procedure and order of business. The City Council provides for the keeping of a journal of its proceedings. The journal is a public record. The City Clerk is Clerk of the Council.

The Council adopts the City's annual budget thereby establishing City government's service programs and objectives for the year. Following the submittal of the Mayor's proposed budget to City Council, Council evaluates departmental objectives and performance to determine spending and program priorities for the delivery of city services.

Based on monitoring and investigation of the day-to-day operation of City government, the Council makes and amends the laws (Ordinances) to govern the operation of the City. Some of the day-to-day Council activities are:

1. Approval of contracts involving City business.
2. Approval of changes in the City's budget.
3. Approval of the sale or disposition of City property.
4. Approval of the settlement of civil litigations involving the City.

5. Receiving complaints, petitions and reports affecting the operation of the City or the well-being of its citizens.
6. Advocating for the City's and Detroiters at other levels of government via resolutions, testimony and statements for the record.

The City Council monitors the administration of City government and City Departments to see that laws and programs are operating effectively and in the best interest of citizens. Assisting in this task is an Auditor General appointed by City Council to a ten-year nonrenewable term; to make periodic audits of all city agencies; and Ombudsman appointed by City Council for a ten-year nonrenewable term to investigate complaints against City departments, make recommendations for and work with city departments to find solutions; a City Planning Commission appointed by City Council to advise on the social, physical and economic aspects of planning and development matters; an Historic Designation Advisory Board appointed by the City Council to advise on matters requiring legislative action; and a Fiscal Analysis Division to research the fiscal implications of pending actions and advise on matters impacting the City budget. The Directors of all divisions are appointed by City Council. The Council also appoints the Director of the Board of Zoning Appeals as well as the seven members of the BZA. The council also appoints the nine member Boards of Review which hears appeals of assessments of property taxes and appeals for hardship exemptions.

City Council must approve the Mayor's appointees to the Board of Police Commissioners, the Human Rights Department and the Director of the Law Department. The Council nominates five members of the Cable Commission and the Mayor selects four.

The City Council President serves on the Board of the Detroit Transit Corporation, The Elections Commission Board and Ex Officio on the Employee Benefits board as well as the Executive Committee of the Southeast Michigan Council on Governments. The City Council President also chairs all formal sessions, evening community meetings and executive sessions of the Council.

City Council has one representative each on the General Retirement Pension Board and the Police and Firefighters Pension Board.

As mandated by the City Charter, City Council holds eight community meetings in the evening in various geographic areas of the City. The City Planning Commission arranges these meetings for Council.

Right of Petition

Anyone who wishes to address a meeting of the City Council or the City Council sitting as Committee of the Whole, on any item appearing on a published calendar, but not scheduled as a public hearing may file a brief written notice of request with the City Clerk not later than 4:00 p.m. the day immediately preceding the scheduled meeting to which the request pertains. The notice should include the identity of the person making the request and the subject matter to be addressed. Such people may, at the discretion of the City Council, be allowed to address the Council. Except by unanimous consent of Council Members present, permission will not be given to address subject matter which has previously appeared on a published calendar. It is left to the discretion of the presiding Council Member to determine when a person who is entitled or permitted to address the meeting shall be heard and to impose a reasonable limitation on the time allotted to hear such people.

(Detroit City Charter Sec. 4-101 to 4-120)

CITY PLANNING COMMISSION
202 Coleman A. Young Municipal Center (48226)
(313) 224-6225

The City Planning Commission is a support agency of the City Council that has several major functions prescribed by the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act. Additionally, under Sections 4-401 to 4-403 of the Detroit City Charter, the Commission reviews and makes recommendations to the City Council on a number of matters, including: the Mayor's proposed Master Plan of Policies for social, economic and physical development; the five-year **Capital Agenda** and **Annual Budget**, development of renewal projects; proposals for community development and neighborhood conservation; proposals for acquisitions and disposition of public real property; and proposed Zoning Ordinance amendments.

The City Planning Commission also acts as the Zoning Commission for the City of Detroit pursuant to Section 125.3301 of State Act 110 of the Public Acts of 2006 as amended and in accordance with Chapter 61, Article II, Sec. 61-2-11 of the 1984 Detroit City Code, the Zoning Ordinance. In this capacity, the Commission processes and evaluates all proposed amendments to the Zoning Ordinance; holds the state-required public hearing; and undertakes design review of buildings and signs in designated areas.

The City Planning Commission is also responsible for the review and recommendation of proposals for the Neighborhood Opportunity Fund. In this capacity, it is advised by an eleven-member Citizen Review Committee (CRC) which was established in 1978 by City Council for the primary purpose of reviewing proposals addressing neighborhood improvements and services.

The City Planning Commission includes a Community Organizing unit which assists neighborhood groups with training and technical assistance in leadership and staff development, problem solving and goal setting, as well as management, marketing, financing and mechanics of housing rehabilitation and new construction.

The kinds of services provided by the Commission include opportunities for input at public hearings; information on zoning of particular parcels and on the process of rezoning parcels or otherwise amending the Zoning Ordinance; information on uses permitted in zoning districts and other zoning requirements; general information on development projects; specific information on projects pending before the City Council or acted on by the Council; and assistance in proposal preparation and community organizing. The Commission office appreciates being informed when citizens have concerns about development taking place in their area. The Commission monitors projects approved by the City Council and holds workshops for community groups on proposal writing, project monitoring and organizational development.

Brochures explaining the role and responsibilities of the Commission and its community organizing services are available at no cost, as well as a **Biannual Report** which provides a summary of the Commission's work.

(Detroit City Charter Secs. 4-401 to 4-403)

COMMUNICATIONS AND CREATIVE SERVICES DIVISION

526 Coleman A. Young Municipal Center (48226)
(313) 224-3757

This division (now a part of Information Technology Services Department) was established in recognition of the fact that the city government has a responsibility for informing the public about changes, progress, developments and problems involved in municipal services. The department is also responsible for providing centralized public relations services for city departments.

The department develops public relations programs for city departments, publicizes advantages of the city, stimulates interest in city government, provides consulting services, arranges public ceremonies, events, news conferences. Additionally the department prepares news releases, designs and prepares publications and provides the writing, photographic/video graphics and printing services for city departments.

The department prepares and prints a variety of pamphlets and other literature describing the services which city departments provide to the public. Generally, this literature is available at no cost through the specific departments for which it is prepared. The department also provides informational and promotional literature on the city in general and its major activities and attractions. This literature is available at no charge through the department, as well as other city departments.

Total Copy Center

The Total Copy Center provides extensive centralized duplicating services for city departments. This center is responsible for the procuring of duplicating devices for city departments and ordering the repair, maintenance and installation of duplicating devices in each department as well as the duplicating devices in the Total Copy Center.

COMMUNITY ACCESS CENTERS

(Formerly Neighborhood City Halls)
608 Coleman A. Young Municipal Center (48226)
(313) 224-3450
(313) 224-1475 FAX

The mission of the Community Access Center(CAC) is to serve as a superior neighborhood resource center that links the community, businesses, government and schools; to provide safe, clean and economically sound neighborhoods. This will improve the quality of life for those who live, work and visit the City of Detroit.

Information on Community and Citywide Events

Throughout the year, the City of Detroit sponsors a number of events and activities, such as the Angel's Night Anti-Arson campaign during Halloween, Motor City Makeover and Town Hall meetings. During the Motor City Makeover and Angels' Night campaigns, Community Access Centers play a major role in recruiting volunteers and encouraging participation from neighborhoods and community groups and the business community. Your local Community Access Center has information on these activities and other city events. To volunteer, call the Volunteer Office at (313) 224-4415.

Block Club and Community Group Assistance

The CAC staff also assists block clubs and community associations in organizing and

planning neighborhood events. CAC offices also work with businesses and community groups to build strong relationships in an effort to improve neighborhoods.

Register your Community Group with your Community Access Center

It is important that we have your community group or block club registered with the C.A.C. The C.A.C. does periodic mailings to inform community groups of projects and meetings in their areas. To get on our mailing list, please complete a registration form at your local Community Access Center.

WHAT ARE COMMUNITY ACCESS CENTERS?

Detroit is a city of neighborhoods, a city that gets its vitality from each of the communities that link neighbor to neighbor, block to block, community to community, from the east side to the west side, the southwest to the northeast. The City of Detroit has 44 C.A.C. to connect area residents with city government and organizations. Community Access Centers coordinate activities and organize volunteers for Motor City Make-Over, a citywide cleanup and beautification effort. Visit your local C.A.C. The office hours are:

Monday through Friday; 8:30am-4:30pm

SERVICES AVAILABLE

The offices currently:

- Assist with organizing community groups
- Assist with Property Tax Assessment Appeals (Feb. 1-15)
- Assist in obtaining non-city agency services upon request
- Assist with complaints for city departments
- Provide City of Detroit employment applications and information regarding city jobs
- Provide consumer information on utilities and utility programs
- Sell Dog licenses (\$10 neutered and \$15 non-neutered)
- Provide Farm-A-Lot Program permit applications (apply for permit to farm a vacant lot and register for free seeds or plants for springtime)
- Offer free bus schedules and informational brochures
- Offer free zoo passes for income-eligible Detroiters
- Issue Senior Citizen Bus Cards (Detroit's age 65 and older--\$1.00 fee)
- Provide language assistance and translation services (Southwest CAC location only)
- Provide neighborhood meeting space (some offices)
- Offer free notary service and deeds
- Organize volunteers for Motor City Makeover
- Organize Angels' Night Anti-Arson patrols
- Assist with Summer Tax Deferment Program (July 1-September 15)
- Meter Park Cards (City Hall Central only)

COMMUNITY ACCESS CENTERS -All Area Code 313

LOCATION

Administration Office
608 CAYMC; 48226
224-3450; Fax 224-1475

MANAGER

Lori Cunningham, Director
Contact Person:
Rosalind Worthy

Central C.A.C .
106 CAYMC; 48226
224-2989; Fax 224-4334

Chauncey Samuel- Manager

Northwest C.A.C.
19180 Grand River; 48223
870-0649; Fax 870-0648

Tony Kinsey - Manager

East C.A.C.
7737 Kercheval; 48214
628-2170; Fax 579-7135

Raymond Solomon II -
Manager

Southwest C.A.C.
7744 W. Vernor; 48209
628-2180; Fax 842-0993

Ninfa Cancel - Manager

DEPARTMENT OF ELECTIONS

2978 W. Grand Blvd. (48202)
(313) 876-0190

As referenced in the City Charter, January 1997; Article 3 & Article 12; The Department of Elections shall plan, monitor and administer all elections in the City of Detroit. The Department of Elections is headed by the City Election Commission composed of the City Clerk who is chairperson, President of the City Council and the Corporation Counsel. Duties of the Election Commission are as follows:

1. To generally supervise all elections in the city
2. To provide places for voting which shall, when possible, be located in publicly owned or controlled buildings
3. To provide ballots for voting devices for all city offices as required by law
4. To prevent fraud and corruption in registration, voting or counting of votes and purge the registration records of names of persons who are not qualified voters
5. To change, from time to time, the boundaries of election precincts so that the number of voters in each precinct shall not exceed the number provided for by State law
6. To appoint qualified individuals as election officers for each election
7. To provide for the examination of all applicants when necessary for the position of an election officer
8. To prosecute anyone believed guilty of violation of election laws

Registrations and Transfers

The City Clerk is the Chief Elections Officer of the city and is responsible for voter registration in Detroit.

To be qualified to register and vote in the City of Detroit persons must be a citizen of the United States, 18 years of age by election day and a resident of the city at least 30 days prior to election day. Registrations may be accepted in the Elections Department Office any secular day of the year except election days.

Persons already registered, but who have moved, must make a transfer of the new address by the close of registration, which is 30 days prior to any election to be eligible to vote in their

new precinct. A transfer may be accomplished either in person at the Department of Elections, by mail or faxed with a signed signature, giving both old and new addresses.

Those voters, who neglected to effect a change of address, may go to their polling place at the old precinct to vote and change their address on Election Day.

City Elections and Primaries

- The elected officers of the City of Detroit are: Mayor, City Clerk and nine City Council Members.
- A regular (non-partisan) City General Election to fill the elective offices of the city shall be held on Tuesday after the 1st Monday of November 2009 and every 4th year thereafter.
- A regular (non-partisan) City Primary election to nominate candidates for city offices shall be held on Tuesday after the 1st Monday of August before the General Election.
- Other elections are held as required by law.
- Special elections for submission of proposals may be called by resolution of the City Council at least 70 days before the date of holding such election and in the case of initiative measures at the next election in the city or at the discretion of the City Council at a Special Election.

Board of Education Elections

School District Board - The School District consists of four (4) member's elected At Large and one (1) member from each of the seven voting districts, comprising a total of 11 members.

At-Large: Four members shall be elected for a term of 4 years at the General Election to be held in November and every 4 years thereafter.

School District: Seven members of the board of a First Class School District shall be elected for a term of 4 years by voting districts in the November election and every 4 years thereafter.

The members of the School District Board shall commence their terms of office on January 1 following their election and serve as members until their successors are elected and qualified.

GENERAL INFORMATION

Signing of Petitions

It is unlawful for any qualified voter to sign more than one nominating petition for the same office, except where there are two or more candidates to be elected, then he may sign as many petitions as there are persons to be elected.

Filing Deadlines for Nomination Petitions

Nominating petitions for city offices must be filed in the office of the City Clerk not later than 4:00 p.m. on the twelfth Tuesday prior to the August Municipal Primary. When Municipal Elections are held in conjunction with state and county elections, the deadline for filing nominating petitions is not later than 4:00 p.m. on the twelfth Tuesday preceding the August primary.

Method of Becoming Candidates

A candidate seeking nomination for the office of Mayor, City Clerk or City Council Members (all candidates for city council is divided by nine) to elective city office shall file with the City Clerk non-partisan nominating petitions signed by a number of voters of the city equal to not more than 1% nor less than 1/4% of the total number of votes cast in the preceding regular City General Election for the office which the candidate seeks.

Where a candidate is seeking nomination for the office of City Council member, the total number of votes cast at the preceding regular City General Election for all offices of City

Council members is divided by 9.

Charter Amendments

Charter amendments may be submitted by resolution to the City Council or by initiatory petitions bearing signatures equal to not less than 3% of the registered voters and filed no later than 90 days prior to election.

Initiative and Referendum

Initiative and referendum petitions must be signed by voters of the city, not less in number than 3% of all votes cast for the office of Mayor at the preceding regular City General Election.

Recall

Public officials are subject to recall in the manner provided by state law.

Departmental Publications

District and Precinct Map - map showing all districts and precincts in the City of Detroit.

District and Precinct Directory-Directory listing streets, addresses and their corresponding districts/precincts for the entire City of Detroit including polling places.

Guide to Elected Officials-Directory listing the elected officials representing the City of Detroit at the local, county and state level.

Computerized Data Available

Registered Voter List-List containing the names and addresses of registered voters. available on compact disk.

Voter History List-List containing the names and addresses of voters, who voted in a particular election, available on compact disk.

DETROIT-WAYNE JOINT BUILDING AUTHORITY

1316 Coleman A. Young Municipal Center (48226)

(313) 309-2300

The Detroit-Wayne Joint Building Authority (Authority) was created in 1948 for the purpose of developing the 745,000 square foot Coleman A. Young Municipal Center (previously known as the City-County Building), which was constructed in 1955 at a cost of \$26,000,000. The Authority owns and operates the Center which is located in the heart of the Civic Center and at the foot of Woodward Avenue and East Jefferson. Major tenants include the City of Detroit's Executive and Legislative Branches, the Office of the City Clerk, the Wayne County Clerk's Offices, Wayne County Probate Court and the 3rd Judicial Circuit Courts.

In 2005, the Authority revised its **Mission Statement** and added "**environmentally appropriate**" as a guiding principle. Applying this principle in its daily operations has enabled the Authority to reduce its annual operating budget from \$15 million to \$7.5 million including a 50% reduction in utility expenses (resulting in five Energy Star designations). These operational savings have also enabled the Authority to move forward with the implementation of a number of long overdue capital improvements without requiring capital funding from the City of Detroit or County of Wayne. These projects include the renovation of the 13th floor Erma Lois Henderson Auditorium and the restoration of the "**Spirit of Detroit**" statue located at the Woodward Avenue entrance.

The Authority is governed by a three-member Board of Commissioners which is appointed by the Detroit City Council and Wayne County Board of Commissioners.

DETROIT WORKFORCE DEVELOPMENT DEPARTMENT

(Formerly Employment & Training)

707 W. Milwaukee (48202)

(313) 876-0674

1-800-649-3777 (Voice TTY)

The Detroit Workforce Development Department (DWDD) is authorized by Section 7-101 of the City Charter, as amended, to provide employment and training services to residents of the City of Detroit. The means by which the department carries out this authority changed in 1997 as a result of directives by the State of Michigan. The DWDD, which is one of 25 Michigan Works! Agencies, administers and otherwise oversees a broad array of workforce development activities, but does not provide any direct services to residents. All such services are provided by subcontractors and service providers selected by the DWDD and the Detroit Workforce Development Board (DWDB) through a competitive Request for Proposal or Request for Quotation bid process. The DWDB, which is comprised of metropolitan Detroit employers and service agencies, oversees and monitors the activities of DWDD and its subcontractors. DWDD has two primary customers, job seekers and employers. DWDD provides job seekers with training and employment opportunities to become economically self-sufficient and provides employers with the skilled workforce they require to effectively compete in the global economy. In addition to the administration of employment and training programs, DWDD is also focused on economic and community development.

The range of workforce development programs and services administered by the DWDD has become quite expansive. DWDD receives funding from the U.S. Department of Labor (USDOL), US Department of Agriculture, USDOL Office of Disability Employment Police, the U.S. Department of Health and Human Services and the U.S. Department of Transportation of Federal Transit Authority. DWDD also administers several State of Michigan funded workforce development programs.

Detroit's One Stop Career Service Centers

Detroit's One-Stop and Satellite Career Service Centers are designed to meet the employment and training needs of employers and job seekers. Employers can access qualified workers to meet their hiring needs and job seekers can access services that range from self-service job search activities to more intensive assessment, training and job placement services.

The DWDD oversees five One-Stop and Satellite Service Centers all located in the city of Detroit. They are:

DWDD Career Service Center - South/Downtown
455 W. Fort St. (48226)
313-962-9675 313-962-3624 (FAX)
1-800-649-3777 (Voice/TTY)

DWDD Career Service Center – East
5555 Conner (48213)
313-579-4900 313-579-4903 (FAX)
1-800-649-3777 (Voice/TTY)

DWDD Career Service Center - North
707 W. Milwaukee (48202)
313-873-7321 313-873-7360 (FAX)
1-800-649-3777 (Voice/TTY)

DWDD Career Service Center - Southwest
9301 Michigan (48210)
313-846-2240 313-846-2247 (FAX)
1 -800-649-3777 (Voice/TTY)

Among the many programs and services offered in these centers are:

- Michigan Department of Labor & Economic Growth Rehabilitation Services
- Wagner Peyser Labor Exchange
- North American Free Trade Agreement (NAFTA)-Trade Adjustment Assistance (TAA)

- Welfare to Work and Temporary Assistance for Needy Families (TANF) Job Search and Training Programs
- Veterans Labor Exchange including Disabled Veterans Services
- Employment Zone Youth Opportunity Program
- Workforce Investment Act Adult, Youth and Dislocated Worker Services
- Job Corps Recruitment
- Child Care On-Site and Referral Services

Job Access Reverse Commute Transportation Services

- Charter Alternative Schools
- Senior Aides Program Services
- Primary Care Health Services
- Neighborhood Legal Services
- Tax Incentive Information
- GED Preparation and Testing Services
- Marygrove College Assessment Services
- Transitional Jobs Program for Ex-Offenders
- Friend of the Court Parental Responsibility-Third District Court
- Employer Interview Rooms
- Michigan Talent Bank and Employment Services Registration

Learning Resource Rooms

- Accommodations for Individuals with Disabilities
- Bilingual services and auxiliary aides are available upon request
- Candidate assessments and pre-screenings
- Background Checks
- License Checks

DWDD Services Provided

Through its network of subcontractor service providers, its One Stop Service Center and affiliated partner agencies, the DWDD provides:

- Skill specific training via Individual Training Accounts. Customers seeking training, develop a career plan in conjunction with the One Stop case manager and individual school;
- Training for youth and special adult populations in classroom settings for skill specific training, remedial education, GED preparation and condensed vocational training;
- Supportive services to qualified job seekers such as childcare, clothing and transportation;
- Workforce development to companies recruited by the City of Detroit, Detroit Regional Chamber of Commerce, Detroit Economic Growth Corporation, Booker T. Washington Business Association, DTE Energy and other groups which include applicant recruitment, pre-screening and assessment, interview rooms and other resources such as tax incentive and federal bonding.

Eligibility

Under the Workforce Investment Act and Wagner-Peyser Employment Services, all job seekers and employers are eligible for basic labor exchange, job search, placement assistance and economic development. There are strict eligibility guidelines for intensive services and training under WIA, Work First and Welfare to Work. Eligibility determinations for intensive services

and training are made at the One Stop Career Service Center. Interested residents should call for an appointment. One Stop Career Service Centers are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except City of Detroit holidays.

The DWDD is a Michigan Works! Agency funded in part by the Michigan Department of Labor & Economic Growth and the United States Department of Labor.

EO Policy

The DWDD is an equal opportunity employer and program operator and does not discriminate on grounds of race, religion, color, national origin, sex, age, height, marital status, arrest without conviction, disability, political affiliation, citizenship, or participation in funded programs in admission or access to, opportunity or treatment in, or employment in the administration of, or connection with any funded program or activity. Auxiliary aids and services will be made available upon request to individuals with disabilities. Inquiries may be directed to the Operations Division at 313-876-0584, extension 215 or 1-800-649-3777 (Voice/TTY). Information on this Municipal Manual section will be made available in alternative format upon written request to the DWDD.

ENVIRONMENTAL AFFAIRS

(A Division of Building, Safety Engineering and Environmental Department)

660 Woodward Ave.

1800 First National Building (48226)

(313) 471-5115

The Department of Environmental Affairs was proposed by Mayor Archer in his 1995-1996 budgets as a sixth staff department. The establishment of the department was unanimously approved by the Detroit City Council, formally established in Article 6, Chapter 6, Sections 6-601 through 6-605 in the Charter Revisions of 1996.

The purpose of the department as stated in the Charter “is to conserve and protect natural resources of the City of Detroit in the interest of the health, safety and welfare of the people, to promote improved social and economic conditions in the city and protect limited environmental resources for the future benefit of city inhabitants.”

The department is a resource for citizens to gain information about environmental issues affecting them and their communities. Community groups, teachers, and other interested citizens can be assisted in receiving educational materials regarding environmental issues. The department also provides information, leading to the compliance to local, state and federal regulations.

Once an environmental issue has been detected, a citizen may contact the department for assistance in remedying the situation. The Department will handle the concerns itself or refer the issue to the appropriate agency for resolution. Issues which should be referred to the Department of Environmental Affairs include illegal dumping, hazardous waste, underground storage tanks and emergency response activities.

The department also has a responsibility to encourage and promote sustainable economic development within the City of Detroit consistent with protection of the environment. The department is working with citizens, other agencies and developers to address environmental issues pertaining to sustainable development.

Finally, the Department of Environmental Affairs is the liaison between the City of Detroit and other federal and state environmental agencies such as the United States

Environmental Protection Agency (USEPA), Michigan Department of Environmental Quality (MDEQ), United States Coast Guard (USCG), and Army Core of Engineers (ACE) and the Agency for Toxic Substances and Disease Registry.

ETHICS, BOARD OF
660 Woodward Ave.
1537 First National Building (48226)
(313) 224-2376
(313) 224-2371 FAX

The Board of Ethics is an independent Charter created entity established by the 1997 City Charter that consists of seven Detroit residents who are appointed by the Mayor and City Council with one member being jointly appointed.

The Board of Ethics role is to investigate and resolve complaints regarding alleged violations of the Ethics Ordinance by public servants and to issue advisory opinions regarding the meaning and application of provisions of the Charter, City Ordinances, other laws, or regulations establishing standards of conduct for public servants.

Advisory opinions are rendered upon written request by a public servant. Advisory opinions are published by the Board annually in a report to the Mayor and City Council. The Board is charged with monitoring and recommending improvements in the disclosure requirements and the standard of conduct under the Ethics Ordinance, in order “to promote and ethical environment within City government and to ensure the ethical behavior of public servants.”

The Board generally meets monthly and all meetings are open to the public unless an individual involved in the matter to be addressed requests in writing that the meeting be closed or unless otherwise provided by Ordinance or by statute.

Additional information and all forms are accessible on the Board of Ethics web page www.detroitmi.gov/BoardOfEthics.

Office hours are 8:00am to 4:00pm Monday through Friday.

FINANCE DEPARTMENT
1200 Coleman A. Young Municipal Center (48226)
(313) 224-3491

The Finance Department is headed by the Finance Director who is appointed by the Mayor and subject to removal by the Mayor. The Finance Director, with the consent of the Mayor, may appoint a deputy Finance Director.

The Finance Director shall direct and coordinate the financial activities of the following divisions: Accounts, Assessments, Treasury, Purchasing, Income Tax, Debt Management, Retirement Systems, and Risk Management. The Finance Director shall also secure and maintain compliance with all laws pertaining to financial controls for the protection of public funds.

ADMINISTRATION DIVISION

The Finance Administration Division is charged with managing the Department. It sets priorities for the department and facilitates interaction with other city departments. The Administration Division is also charged with assisting various economic development projects

for governmental and quasi-government agencies.
(Detroit City Charter Secs. 6-301 through 6-306)

ACCOUNTS DIVISION

801 Coleman A. Young Municipal Center (48226)
(313) 224-3276

The Chief Accounting Officer of the City of Detroit is appointed by the Finance Director and subject to removal by the Finance Director at will.

The Chief Accounting Officer has general supervision of the financial affairs of the city. Specific duties require him/her to:

1. Maintain a complete set of books showing the financial condition of the city.
2. Present a statement of the financial condition of the city to City Council and present a complete classified statement of all money received and expended by the city during the preceding fiscal year.
3. Prescribe the form and manner of keeping accounts in all departments of the city.
4. Certify that funds are available before any contract for any public work shall be binding on the city.
5. Open accounts with the treasurer and charge him/her with all monies appropriated, raised or received for each of the several funds of the city.

The Accounts Division is comprised of the following sections: Project Administration, Accounts Payable, Payroll Audit, and Accounting. The Project Administration Section reviews all audit findings and handles special projects. Accounts Payable audits expenditures and processes all departmental vouchers, purchase orders, and contract payments.

Payroll Audit processes and audits the payroll for all city employees. The Accounting Section coordinates the preparation of the Comprehensive Annual Financial Report and manages accounting information and grant programs.
(Detroit City Charter Sec. 6-303)

ASSESSMENT DIVISION

804 Coleman A. Young Municipal Center (48226)
(313) 224-3035

Finance Department Assessments Division

The Assessments Division of the Finance Department was created pursuant to the Charter of the City of Detroit to assess all property liable to assessment in accordance with state law, for the purpose of levying the tax lawfully imposed thereon.

Overall management and planning within the division is vested in a three-member, Board of Assessors, with principal authority and responsibility for direct supervision of the division's assigned task delegated to the Board of Assessors. The assessor's objectives develop upon the professional, technical and clerical staff for Real and Personal Property management Sections of the division.

Assessment Procedure

The Board of Assessor's is required to assess annually all real and tangible personal property. Therefore, prior to the first day of February each year, assessment rolls covering such property as of December 31 of the prior year are completed. After the assessment rolls have been

reviewed as to persons charged, property described and estimated value, the Board of Assessors causes the amount of all taxes authorized to be collected in each year to be ratably assessed against the property of persons shown thereon. The board then prepares the tax rolls, showing the amount of taxes to be collected and transmits them to the City Treasurer for collection and payment.

Assessment Method and Review

The Assessments Division estimated, according to its best judgment and information, the true cash value of every real and tangible personal property within the city. Cash value means the usual selling price of the property at the time of assessment or has been defined and construed by law. Assessments or assessed values as equalized are required to be at 50% of true cash value. Prior to 1995, property taxes were calculated on assessed value, as equalized, or state equalized value (SEV). However, starting in 1995, property taxes are now calculated on taxable value.

The Board of Assessors will review the assessment of anyone appealing these values when assessments rolls are open for inspection February 1st through 15th. Appeals shall only be accepted in person or in writing between February 1st and 15th. The assessment review is a condition for appeal to the Board of Review which sits to alter or correct assessments commencing the first Tuesday following the first Monday in March. Protest at the Board of Review is necessary to protect rights to further appeal to the State Tax Tribunal for valuation and exemption matters and/or State Tax Commission for classification appeals.

Department Services

Limited searches on taxpayer/ownership information for property located within Detroit is provided to the general public. Building and other physical data, e.g. construction data, legal descriptions and maps, are made available upon request. The Assessments Division also accommodated and processes all requests for property owner and/or taxpayer changes of name/address relative to the tax roll and bills.

The Geographic Information System (GIS) allows rapid, accurate retrieval and analysis of electronically stored data by geographic location or area through a rational data base for productivity enhancement and service delivery. The County, Registrar of Deeds has correlated the City's tax parcel identification numbers with the county's property identification numbers for faster sales studies and immediate access to deed information.

Homeowners

If you own and occupy your homestead, it is exempt from a portion of your local School Operating Taxes. To claim the Homestead Exemption, if you have not already done so or if you purchased your homestead after May 1st, last year, you file the Affidavit for Principal Resident Exempt (Form T-1056) before May 1st, next to claim the exemption for an adjustment of your taxes on your next property tax bill.

For all home purchases, the Principal Residence Exemption Affidavit rescind and a buyer to establish an exemption on the same form at the time of closing. It is recommended that this form be used by the closing agent whenever possible, as it simplifies processing for all parties.

Homestead Affidavits are available and accepted in Room 804 CAYMC, Detroit. For more information please call (313) 224-3035.

Business Property Owners

All owners or possessors of personal property located in Detroit on tax day, December 31st, are required by law to file a personal property statement annually, no later than February 20th, with the Board of Assessors. Each year the assessor shall mail a copy with instructions for its completion to each known or possessor personal property. Every person liable to taxation,

whether or not he/she receives forms, is required by state law to file a statement with the local assessor.

When certain real estate or some types of personal property are transferred (even if you are not recording a deed), the new owner must file the Property Transfer Affidavit (Form L-4260) within 45 days of the transfer. It must be filed with the Board of Assessors for transfers of property located in Detroit in accordance with state law.

Transfer of ownership means conveyance of title to a present interest in property including beneficial use of property. Transfer includes deeds, land contractors, those involving trusts or wills, certain long-term leases and interest in business.

Tax Relief or Exceptions

Homestead owners meeting annual income and asset levels, as well as other tests set by the city's governing body (Detroit City Council), may be granted a full or partial poverty exemption under MCL 211.7 by the Board of Review. In order to be eligible for the poverty exemption, the claimant must own and occupy as a homestead, the property for which the exemption is requested and file a claim with the Board of Review. For more information, please call (313) 224-1010.

Generally, the real and personal property that is owned and being used by religious, charitable, scientific, educational and certain other non-profit entities meeting all of the statutory requirements for exemption under the General property Tax Act are exempt from property taxes. To be considered for property tax exemption, non-profit organizations must submit an application with all requisite proofs and documentation to the assessor. For more information, please call, Real Property at (313) 224-1010 and Personal Property at (313) 224-3025.

Although approval and certification rests with other governmental agencies and city departments, the Assessment Division will address general tax issues and concerns regarding special assessment and tax rolls related to the following various tax abatement statutes, etc:

- P.A. 255 CFT Commercial Facilities Act

- P.A. 198 IFT Plant Rehabilitation and Industrial Development Districts

- P.A. 147 NEZ Neighborhood Enterprise Zones

- P.A. 346 Michigan State Housing Development Authority

- P.A. 312 Housing for the Elderly

- P.A. 438 Commercial Housing Facilities

- MCL 125.2651 Federal Empowerment Zones, Brownfield's Redevelopment Financing Act

- P.A. 146 Obsolete Properties Rehabilitation District

- P.A. 376 State Renaissance Zone

Due to its cooperative efforts, citizens, taxpayers and the business community should view the Assessor's office as an ally, not an adversary. The Assessments Division is interested only in the fairness and accuracy of the value placed on your property. Helpful information is available throughout the division as follows:

- Board of Assessors, Rm. 824 CAYMC (313) 224-3011/Administrative Office

- Data Management Section, R. 804 CAYMC, (313) 224-3035

- Engineering Survey Unit, Rm. 804 CAYMC, (313) 224-3054

- Records Room, Rm. 607 CAYMC, (313) 224-3075

(Detroit City Charter Sec. 6-304; City Code Chapter 18, Articles 9 and 12)

PURCHASING DIVISION

1008 Coleman A. Young Municipal Center (48226)
(313) 224-4600

The director of the Purchasing Division is appointed by the Mayor with the consent of the Finance Director.

The Purchasing Division is the city's centralized purchasing authority and is responsible for the purchase, according to specifications provided by the Purchasing Department and approved by City Council, of all supplies for all departments, offices, boards, commissions, and institutions except for the Board of Education and Detroit Public Library.

The division also:

1. Sells all personal property of the city no longer needed.
2. Upon departmental request, secures such contractual services as may be determined by ordinance.

All purchases and sales by the director must be on a competitive basis. Before making any purchase or sale of over ten thousand dollars, the director must advertise for bids.

Competitive Bids

Bid forms are sent by mail to wide list of suppliers. All bids exceeding ten thousand dollars are openly read at the scheduled time before any interested party present. Each award for purchases is made to the lowest responsible bidder provided the product offered meets specifications. The same is true on sales, except the award goes to the highest bidder.

The director presents his recommended purchases and sales over twenty-five thousand dollars each Wednesday at 9:45 am to the City Council for approval. All bidders on purchases over ten thousand dollars receive written notice giving the name of the successful bidders and prices paid.

(Detroit City Charter Sec. 6-306; City Code Chapter 18, Article 5 and Chapter 31)

TREASURY DIVISION

1010 Coleman A. Young Municipal Center (48226)
(313) 224-2460

The Finance Director, with the consent of the Mayor, appoints the treasurer. He/she is a citizen of the United States and a resident of the city.

General Powers and Duties

1. The treasurer collects and records all taxes, special assessments and other monies belonging to and receivable by the city and property taxes received on behalf of the Detroit Public School District and keeps an account of all receipts and expenditures.
2. He/she is the custodian of all monies, bonds, and mortgages, leases and other evidence of value belonging to the city.
3. He/she pays no money out of the treasury except in pursuance of and by authority of law.
4. He/she pays all condemnation awards of the city when privately owned land is needed for public or educational purposes.
5. He/she sells personal property on which the assessed taxes become delinquent.
6. All bills receivable for all city departments are submitted to the treasurer for collection.
7. He/she is paymaster to more than 44,000 City employees.
8. He/she also disburses funds in accordance with the warrant of the Finance Director/CFO.

He/she is also ex-officio, a member of the Board of Trustees of the City of Detroit General Retirement and Employees Benefit Systems, and the Policemen and Firemen Retirement System.

(Detroit City Charter Sec. 6-305)

Debt Management (Division of Treasury)

1210 Coleman A. Young Municipal Center (48226)

(313) 224-7244

The Debt Management Division manages the investment of surplus City funds and the financing of the city's capital needs including those of quasi-public agencies, such as the Greater Detroit Resource Recovery Authority, the Downtown Development Authority, and the Detroit Building Authority.

This includes capital planning, developing and implementing financing strategies, evaluating proposals, directing all working group activities (bond and note issues), coordinating rating agency presentations, preparing official statements and performing all other tasks necessary to complete various financing.

This division is also responsible for the dissemination of all updated financial information to existing bondholders as well as rating agencies and manages approximately 150 separate funds, each with different investment objectives as well as legal restrictions.

Debt Management also:

1. Manages the city's deferred income plan.
2. Maintains all records relating to outstanding debt services, outstanding bondholders; with such issues as payment, lost bonds registration, etc.

INCOME TAX DIVISION

1212 Coleman A. Young Municipal Center (48226)

(313) 224-1702

The Income Tax Division is responsible for the enforcement and administration of the City Income Tax and the Utility Users Tax Ordinances. The Income Tax Division is comprised of the following sections: Return Processing, Taxpayer Services, Accounting and Auditing.

Return Processing directs the processing of annual, withholding, corporate, partnership, estate, trust extensions, estimated tax returns and utility user forms.

Taxpayer Services assist taxpayers by distributing forms, vendor clearances and reconciling accounts. The enforcement of the tax ordinance is achieved through the legal system (various courts). Accounting prepares reports that account for the monies received from taxpayers. Auditing reviews selected individual, corporation, partnership and utility user tax returns.

RETIREMENT SYSTEMS DIVISION

908 Coleman A. Young Municipal Center (48226)

(313) 224-3362

The City of Detroit maintains two separate Retirement Systems (Police & Fire Retirement System and General Retirement System) that provide retirement and death benefits for city employees and their beneficiaries. The Police and Fire Retirement System and the General Retirement System are two separate trusts with separate trusts provisions. The assets of

the two systems make the Detroit Retirement Systems the second and third largest in Michigan serving approximately 35,000 active and retired members.

The Police & Fire Retirement System Board consists of three elected police uniform employees, three elected fire uniform employees, the Mayor, a Council representative, the Treasurer, the Police Chief and the Fire Commissioner. The General Retirement System Board consists of five elected active employees, one elected retiree, the Mayor, a Council representative, the Treasurer and a citizen of Detroit who is not eligible for benefits under the Retirement System.

The General Retirement System provides three separate retirement plans for its members, a defined benefit plan known as the 1973 Defined Benefit Plan, a defined contribution plan known as the 1973 Defined Contribution Plan and a defined contribution plan known as the 1998 Defined Contribution Plan. Employees have a choice between the 1973 Plan or the 1998 Plan.

The 1973 Defined Benefit Plan consists of an employer financed defined benefit and an optional defined contribution plan funded by employee contributions. The city contributes computed actuarial amounts required to maintain the system as required by the Constitution of the State of Michigan and applicable law. The 1973 Defined Contribution Plan gives the employees and opportunity to contribute toward an annuity designed to enhance future retirement benefits.

The 1998 Defined Contribution Plan is funded by a 6% of pay contribution from the city. The employee can contribute up to an additional 6% with the city matching the first 3% of employee contributions making the city contribution a maximum of 9%.

RISK MANAGEMENT DIVISION

611 Coleman A. Young Municipal Center (48226)
(313) 224-5130

The Risk Management Division protects the assets and earning power of the City from loss or destruction. In the City of Detroit, this purpose is accomplished through the following basic elements of Risk Management.

1. Exposure Identification which identifies the resources for which a governmental body is responsible and the accidental loss exposure that could materially affect them. In the City of Detroit, this identification is being accomplished through a program of building and site inspections, contract review and participation in the educational group PRIMA (Public Risk Management Association).
2. Risk Management which is the measurement of financial risk by analyzing past loss frequency, severity and by estimating future frequency and every probability.
3. Risk Control which is the reduction or elimination of risk or loss, within proper economic constraints, through careful procedures and practices in personal safety, auto safety and emergency planning.

Included in the Risk Management Division's responsibilities are workers' compensation, central safety, and long term disability. Risk Management also maintains and administers the self-insurance Risk Management Fund, created in 1995.

FIRE DEPARTMENT, DETROIT

250 W. Larned (48226)

(313) 596-2901

Administration Division

250 W. Larned

596-2901/03

This division, under the direction of the Fire Commissioner and Deputy Fire Commissioner, oversees management of employees assigned to ten divisions, establishing and enforcing policies relative to all department operations.

Apparatus Division

1600 Erskine

237-3150/51

This division is responsible for providing and maintaining a supply of safe, fully operational fire apparatus, passenger vehicles, as well as functional tools, equipment, supplies, safety clothing and uniforms.

Communications Division

13331 Lyndon

596-1623/24

This division is responsible for the receipt and transmission of all alarms of fire, as well as those for emergency medical service. In addition, this division is responsible and accountable for the operation, testing and maintenance of the telephone, telegraph and radio communication systems.

Community Relations Division

250 W. Larned

596-2956/57

The major objective of this division is to promote fire safety awareness through education, thereby reducing fire deaths, injuries and the loss of personal property. This division is also responsible for promoting and maintaining positive community relations with the Detroit community at large through outreach programs and participation in many community organizations.

Emergency Medical Services Division

250 W. Larned

596-5180

This division, when notified, is responsible for responding to emergency medical situations within the City of Detroit and to administer appropriate care and transportation to hospitals when necessary.

Fire Fighting Division

250 W. Larned

596-2921/24

This division, utilizing pumping engines, aerial ladder trucks, aerial platforms and tactical mobile squads is responsible for fire suppression and proper extinguishment of fires. This division also maintains the Curtis Randolph Fireboat that provides fire safety to our international waterway under maritime.

Fire Marshal Division

250 W. Larned

596-2656

With a staff of inspectors, investigators and clerical personnel, this division is responsible for the enforcement of fire codes (through inspections) and the investigation of complaints of fire hazards. In addition, the division is responsible for determining the cause and origin of hostile fires, as well as providing accurate testimony in court relative to fire investigation.

(City Charter, Sec. 7-804; 593-H, Charter 19, Detroit's Fire Prevention Code)

Medical Section

4201 St. Antoine, UHC-4G

237-2588

This section oversees the health and the well being of Fire Department members who are ill and/or injured in the line of duty.

Research & Development Division

250 W. Larned

596-2999

This division is responsible for preparing and maintaining the Fire Department's Fiscal Year Budget; and serving as Financial Information Control Coordinators, Year-end Closing Officers and Audit Section for the Fire Department, as well as completing other assignments as assigned by the Fire Commissioner.

Training Division

2775 W. Warren

237-3170

This division is responsible for training new recruit firefighters and instructional training for all uniform members of the Fire Department. This includes, but is not limited to, Officer's Training, Hazardous Materials School, Medical First Responder Courses, Incident Command, as well as classes in driving and operating various types of fire apparatus. Additional programs are provided for in-house and classroom training on new techniques regarding safety, physical fitness, etc. This division also gives examinations to establish eligibility list for promotion to other divisions.

(Detroit City Charter Sec. 7-801 to 7-806; City Code Chapters 15 and 19)

GENERAL SERVICES DEPARTMENT

65 Cadillac Square, Ste. 3900 (48226)

(313) 628-0900

The General Services Department was created July 1, 2006 to streamline city services that were common to different city departments. The consolidation involved taking core and non-core processes occurring throughout Detroit City government and delivering them through a common service provider thus promoting cost efficiencies in line with best practices in other U.S. cities, such as Chicago, Los Angeles and Seattle. The mission of this department is to improve city services and achieve operational efficiencies by consolidating support functions from various agencies.

RESPONSIBILITIES

Grounds Maintenance

All landscape activities including forestry, parks, street islands and boulevards, freeway entrance berms, vacant lots and snow removal.

Vehicle/Equipment & Fleet Maintenance/Management

Maintenance and management of all equipment, vehicular fleet, vehicle assignments.

Inventory/Stores Management

Management of all stores operations for parts, materials and supplies.

Building Operations/Maintenance

Maintenance and operation of all city-owned buildings.

Security/Janitorial Services

Management of services city-wide by employees and contracted services.

Property Management

Management of inventory of city-owned properties (structures and land), lease reviews, space allocation and property disposition process.

GREATER DETROIT RESOURCE RECOVERY AUTHORITY

5700 Russell-Administration Building (48211)

(313) 876-0449

(313)876-0457 FAX

Overview

The purpose of the Greater Detroit Resource Recovery Authority (GDRRA) is to provide efficient, environmentally responsible waste disposal service to the residential, commercial, industrial sectors of Detroit. This includes the acquisition, construction, improvement,

enlargement, extension and operation of solid waste disposal facilities. The Authority's activities encompass parts of a total waste management system (post collection) including transportation, recoverable materials marketing (recycling) and disposal. The Authority is a governmental unit, separate from the City of Detroit.

The City of Detroit entered into a limited tax-supported full faith and credit general and unconditional obligation solid waste disposal contract with GDRRA; this agreement is known as the Service Contract. Revenue Bonds were sold in 1986 to finance the acquisition and construction of the Facility. GDRRA has provided disposal service to the Department of Public Works since July 1989.

GDRRA is responsible for the administration and day-to-day management of a series of interdependent contracts, which cause the operation of the Greater Detroit Resource Recovery Facility which processes municipal solid waste for generation and sale of waste derived fuel energy products (steam and electricity) and to reduce the volume of waste landfilled.

The Facility, which is located on a 17.8 acre parcel near the intersection of I-94 and I-75, receives and processes essentially all of the City's residential solid waste and that fraction of the commercial waste collected by the City's Department of Public Works. The majority of the commercial waste in the area is collected by private hauler. Through contracts between the Operator and private hauler, additional tons of residential (non-City) and commercial solid waste are delivered directly or transferred to the Facility. The Facility is operated by Michigan Waste Energy, Inc. (Operator).

The Facility was designed to process and combust 850,000 tons per year of municipal solid waste. It has two distinct operational components: waste processing and power generating. The waste processing area receives solid waste from collection vehicles and processes that waste into refuse-derived fuel ("RDF"). The three identical processing lines flail and shred waste to six inches or less particle size. Ferrous material is removed by magnetic separation for sale as recovered materials. The resultant RDF is conveyed from the waste processing area to the power generating area. The power generating facility uses the RDF as the fuel to produce steam to drive the turbine to generate electricity and to extract steam, both for sale to DTE ENERGY, a Michigan public utility corporation ("DTE"). The power production building contains three identical C-E waterwall boilers. Two boilers operate at a time; the third is in standby.

In accordance with a series of consent orders with the Michigan Department of Environmental Quality, additional pollution control equipment (scrubbers and fabric filters) was installed, tested, accepted and became fully operational on all three boilers in 1996. The Facility is currently in compliance with all Federal, State and County air quality standards because of this project known as the retrofit.

To finance the retrofit, additional Revenue Bonds were sold in 1991; this bond transaction was accomplished through the Economic Development Corporation of the City of Detroit. These incremental bonds are backed by a Distributable Aid pledge.

In parallel with the retrofit and supplemental bond issue, GDRRA sold undivided interest in the Facility (as and when retrofitted) to two Business Trusts which was in turn leased by the Trusts to Michigan Waste Energy. The sale/lease transaction documents are available.

The Operator manages, operates and maintains the Facility and generates and sells energy products on behalf of the Authority under the terms of the Operating Agreement. The Operating Agreement expires on July 1, 2009. The Authority and the Operator have each satisfied their respective annual performance guarantees each operating year since 1996.

DTE, pursuant to an Energy Purchase Agreement with the Operator agreed to purchase

essentially all of the steam and electricity generated by the Facility. The Operator, in the energy Purchase Agreement, acknowledges that the purchase of electricity by Detroit Edison is secondary to the purchase of steam and agrees to the extent feasible to operate the Facility in accordance with Detroit Edison's instructions as to the quantity of steam to be generated.

SERVICE CONTRACT

The City has entered into a limited tax-supported full faith and credit general and unconditional obligation solid waste disposal contract with the Authority under the terms of which the City shall cause to be delivered to the Authority for disposal solid waste generated by single family residences and apartment buildings with four or fewer units located within the City together with all other Solid Waste collected by the City's Department of Public Works. The City will pay the Authority Tipping Fees sufficient to pay Debt Service and all Operating Cost of the Southfield Transfer Station including Authority Administrative Expenses and Landfill Costs. The City's obligation to pay the Tipping Fee is a general obligation of the City, payable as a first budget limited tax obligation out of its general fund moneys on hand, or from the next available ad valorem tax receipts levied within constitutional, statutory and charter limitations.

HEALTH & WELLNESS PROMOTION, DEPARTMENT OF

Herman Kiefer Health Complex

1151 Taylor (48202)

(313) 876-4000

COMMUNITY HEALTH SERVICES

Adult and Pediatric Dental

Adult/Pediatric oral health and Cancer Screening Management provides primary and comprehensive oral care that is preventive and therapeutic. Services includes: oral health and education, preventative and corrective care and referral to specialty dental care clinics. For Adult dental services, please call (313)876-4164. For Pediatric dental services (ages: 0-17), please call (313) 876-4239.

Children's Special Health Care Services (CSHCS)

CSHCS is a program for children and some adults with special health care needs and their families. CSHCS helps persons with chronic health problems by providing: coverage and referral for specialty services based on the person's health problems, family centered services to support the primary caretaker of your child, community based services to help you care for your child at home and maintain normal routines. Culturally competent services which demonstrate awareness of cultural differences and coordinated services to pull together the services of many different providers who work within different agencies. For assistance, please contact (313) 876-0180.

Clinical Services

The Department of Health and Wellness Promotion Clinical Services mission is to improve, promote and protect the health status of women, infants and children to insure access to care and to minimize the prevalence of chronic disease and morbidity. Our health centers are strategically located throughout the City of Detroit. Locations, numbers and services provided below:

Herman Kiefer Health Clinic, 1151 Taylor, Room 128C (48202), 313-876-4827-Adult Medicine, Healthy Kid Medicaid Enrollment, Pregnancy Testing, Family Planning/Birth Control Services, WIC Food Supplement Program, Social Work.

Pathway Center, 1151 Taylor, Room 154B (48202), 313-876-0511-Childhood Immunizations, MI-Child and Plan First Insurance Enrollment.

Grace Ross Health Clinic, 14585 Greenfield Rd. (48227), 313-870-3087-Healthy Kids Medicaid Enrollment Immunizations, Pregnancy Testing, Family Planning/Birth Control Services, WIC Food Supplement Program, Social Work.

Northeast health Clinic, 5400 E. Seven Mile Rd. (48234), 313-870-3054-Healthy Kids Medicaid Enrollment Immunizations, Pregnancy Testing Family Planning/Birth Control Services, Focus HOPE Food Supplement Programs, WIC Food Supplement Programs.

Immunization Program-maintains central records for all immunizations given by the Health & Wellness Department, provides general information on vaccines and immunizations services and enforces the immunization requirements for school entrance. For assistance, please call: 313-876-4334.

Maternal Infant Health Program-covers a wide array of education and support programs pregnant mothers, infants and young children. The Healthy Start Project offers pre and inter-conception services designed to help men and women of childbearing age who live in the project area prepare for pregnancy and parenthood. Maternal and Child Health services are offered at the Department of Health and Wellness Promotion health clinics, in home settings and in community centers throughout the city. For assistance, please call: 313-876-4660.

Sexually Transmitted Disease (STD) Prevention Clinic-provides education, diagnostic and treatment services for sexually transmitted infections. Valid identification is required to receive services. No appointment is necessary. STD Clinic hours are 7:00am to 4:00pm. For assistance, please call: 313-876-4170.

Social Work-manages public health social work practice that provides psycho-social needs assessments, information and referrals; counseling, health education and support for behavior risk reduction and healthy life style choices; linkage to resources e.g. medication assistance, Medicaid and Medicare for the under and un-insured; maternal and child health interventions; screenings of populations with special needs for eligibility and access to services. For assistance, please call: 313-876-4007.

Nutrition/Summer Food Service Program-provides nutrition counseling and education for groups and individuals; diabetes education, cooking demonstrations and information on becoming and living healthy for life. The Summer Food Service Program provides breakfast and lunch to children under 18 at more than 250 sites around the city of Detroit. The After School Meal Program is federally funded, provides nutritious meals for children and teens in after school care programs throughout the city of Detroit. The Supplemental Nutrition Assistant Program-Education (SNAP ED) provides nutrition education to food stamp eligible recipients throughout the city of Detroit. For assistance, please call: 313-876-4550.

Office of Health outreach Promotion and Education (H.O.P.E.)-provides health information, demonstrations and presentations to community groups, health fairs, screenings and other health awareness events throughout the city of Detroit. For assistance, please call: 313-876-0413.

Tuberculosis Control-program is responsible for the prevention and control of tuberculosis in Detroit and eastern Wayne County communities. The program offers medical/clinical services and outreach services for persons diagnosed with tuberculosis disease or latent tuberculosis infection (LTBI); general tuberculosis screening tests for employment, school, license and other requirements for a fee. For assistance, please call: 313-876-0041.

Vision and Hearing Program-provides screenings for preschool and school-aged children

and referral for medical vision and hearing follow-ups. For assistance, please call: 313-876-4290.

Woman, Infants and Children Program (WIC)-is a federally funded health and nutrition program for women and children. Services include nutrition education, supplemental food, breastfeeding support and referrals to health care resources. WIC foods are selected to meet nutrient needs such as calcium, iron, folic acid, vitamins A&C. For assistance, please call: 313-876-4555.

ENVIRONMENTAL HEALTH SERVICES

Detroit Animal Control-is responsible for enforcement of the City of Detroit Animal Control Ordinance. The unit investigates dog bites and reports of suspected vicious dogs, captures stray dogs and quarantines dogs, cats and wildlife for rabies observation. DAC also issues City of Detroit dog licenses and provides rabies vaccination for dogs. Hours are from 10:30am to 3:30pm, Monday through Friday. For assistance, please call: 313-224-6356, Monday through Friday 8am to 3:30pm.

Communicable Disease Prevention-is responsible for coordination and delivery of communicable disease surveillance, prevention and bioterrorism activities for the City of Detroit. This program monitors, investigates and when appropriate, ensures that close contacts of the nationally and state reportable infectious diseases receive preventative treatment or post-exposure prophylaxis. We are also involved in outbreak investigations (i.e. Anthrax, H1N1, SARS, etc). For assistance, please call: 313-876-4138.

Environmental Health and Safety Program-goals are accomplished through providing the community with public health education resources on environmental health issues, conducting field investigations of conditions that may be detrimental to public health and safety and the initiation of enforcement actions to eliminate potential health hazards. Services include responding to situations of sewage problems and unsanitary conditions in residential/commercial buildings, indoor air quality problems, hazardous material releases and spills, providing inspections and environmental health approvals for City business licensed establishments, licensed public swimming pools, child care facilities, adult foster care facilities and more. In addition, water quality monitoring is performed on licensed swimming pools and Belle Isle beach and low-cost radon test kits are available. For assistance, please call: 313-876-4516.

Food Sanitation-this division provides inspection, licensing and education activities to minimize the risks associated with food borne illness. Sanitarians inspect fixed, mobile and temporary food services establishments. Staff responds to and investigates consumer food-related complaints; evaluate plans and specifications for new and remodeled food service establishments; conduct food safety education programs; and conduct enforcement activities to achieve food code regulatory compliance. This program also provides food safety and sanitation education to persons working in the food service industry. Required food handler permits are issued to persons working in licensed food service establishments. For assistance, please call: 313-876-4503.

Laboratory-is designated a Regional Public Health Laboratory. Clinical and public health laboratory services are provided to the department's health centers and other health care institutions and physicians by contract. For more information, call 313-876-4220.

Childhood Lead Poisoning and Prevention Program-provides children's blood lead testing, case management, environmental inspections, outreach and education, lab testing and surveillance. For assistance, please call 313-876-4212.

Office of Emergency and Public Health Preparedness-mission is to coordinate and facilitate planning efforts for the citizens and employees in the City of Detroit in the event of a

Public health emergency, including natural, technological and terrorist events. For assistance, please call: 313-876-2030

Pharmacy-provides Pharmaceutical Services to City of Detroit citizens in a cost effective manner. We provide prescription drugs and devices with consultation for the uninsured, under insured and insured. The Yellow Jug Old Drug program was recently implemented so people can bring in old drugs for proper disposal. For assistance, please call: 313-876-4012 or 876-4014. Hours are Monday through Friday, 8:30am to 5:00pm.

Vital Records-is responsible for managing birth and death records of individuals that were born or died in the City of Detroit. Vital Records has all wedded births for the City of Detroit and all unwed births after October 1, 1978. All unwed births adoptions before October 1, 1978, are only available from the State of Michigan Vital Records Office, 517-335-8666. For assistance, please call: 313-876-4049.

SPECIAL POPULATION HEALTH SERVICES

HIV/AIDS Prevention Program-provides voluntary anonymous counseling and testing services for anyone who suspects they may have been exposed to the Human Immunodeficiency Virus (HIV); crisis intervention counseling for person with HIV (PWH) or anyone experiencing excessive anxiety about having HIV or AIDS, referral services for PWH including financial, medical, housing, nutrition, substance abuse treatment and support groups; community education and training. For assistance, please call 313-876-0980, Monday through Friday, 8:00am to 5:00pm.

Project Helping Hands-is an innovative, community-based program for assisting the homeless in Detroit. A team of mental health and substance abuse providers and paraprofessionals is trained to respond to calls and to provide the homeless with the help they need. For assistance, please call 313-876-4067.

Returning Citizens' Program-has been designed as a one-stop collaboration or resources for individuals recently released from jail or prison. The center will enable returning citizens to receive most, if not all, of the services that they will need to help them make a seamless transition back into society. For assistance, please call 313-870-0409.

Substance Abuse Prevention, Treatment and Recovery-prevention services are tailored to address risks specific to population characteristics in terms of age, gender, and ethnicity, in an effort to maximize their effectiveness. In these programs, we educate community members about the risks of drug abuse, alone or in combination, including the underage use of legal drugs (e.g. tobacco or alcohol); the use of illegal drugs (e.g. marijuana or heroin); and the inappropriate use of legally obtained prescription medication, or over the counter drugs. For general assistance, please call 1-800-879-7979. For treatment assistance, please call 1-800-467-2452. The treatment assistance number is a 24-hour phone service.

Youth Development Institute-is an initiative of the Partnership for a Drug-Free Detroit. It is designed to provide youth and opportunity to directly impact substance-abuse prevention initiatives. The youth acquire the necessary skills and leadership development needed to educate their peers, plan and coordinate peer prevention activities and recommend strategies to reduce teen drug-abuse. For assistance, please call: 313-876-0260, Room 448-B

HISTORIC DESIGNATION ADVISORY BOARD

204 Coleman A. Young Municipal Center (48226)

(313) 224-3487

(313) 224-6610 FAX

Historic Designation Advisory Board was established by the City of Detroit Ordinance 161-H of 1976, which sets up procedures and regulations for historic preservation at the local level. The Advisory Board, which is a City Council agency consists of 13 members, nine appointed to three-year terms by the City Council and four city department heads (or their representatives) serving ex-officio. The Advisory Board has a permanent staff of four.

The main function of the Advisory Board is to advise City Council on matters relating to historic preservation and in particular, proposals for the designation of local historic districts. The staff of the Advisory Board is able to provide citizens with assistance in preservation questions and problems and serve as a resource to the community in matters pertaining to historic buildings. A brochure describing the Historic Designation Advisory Board and the process of local designation is available to the public free of charge.

(City Code Secs. 25-2-34 to 25-2-43)

HISTORIC DISTRICT COMMISSION

65 Cadillac Tower, #1300 (48226)

(313) 224-6536

(313) 224-1310 FAX

The Historic District Commission was established by Ordinance 161-H effective November 5, 1976. It is responsible for implementation and administration of Detroit's Preservation Ordinance in districts that have been designated historic. Duties include: a) establishing guidelines for treatment of property; b) advising property owners, the Mayor, City Council and other agencies on issues affecting historic districts; c) reviewing building permit applications; d) inspecting for violations of the Ordinance and neglect of property in historic districts; and e) educating the citizenry concerning historic preservation.

The seven members of the Commission are appointed by the Mayor, subject to City Council approval, for terms of three years each. By law, its members must include at least one registered architect with experience in historic preservation and two members selected from lists provided by existing Historic Preservation Associations.

Public meetings are held on the second Wednesday of every month. The Commission's full time staff can be reached at (313) 224-6536 and offer advice to residents and property owners.

PUBLICATIONS

The publication, Detroit Historic Districts Style and Color Guide, provides guidelines for selecting exterior color schemes that are appropriate for specific architectural styles. Paint color samples are provided for comparison. Other leaflets on repair work are also available.

Full information about the Commission, including design guidelines, can be found on the Commission's web site at www.detroitmi.gov
(City Code Secs. 25-2-50 to 25-2-58)

HUMAN RESOURCES DEPARTMENT
(Formerly Personnel Department)
310 Coleman A. Young Municipal Center (48226)
(313) 224-3700

The mission of the Human Resources Department is to plan, develop and deliver human resource services in partnership with city departments and agencies, enabling employees to provide high quality and timely services to residents, visitors and businesses.

The Human Resources Department consists of several divisions and sections that provide a full range of personnel and other services to city departments and agencies in accordance with the City Charter.

The Administrative Services Division is responsible for central support for all staff and is responsible for all employees' personnel record audit and maintenance. It is also responsible for coordinating special projects including charitable campaigns, blood drive, March of Dimes and other special projects that benefit the welfare of our community. The Employee Assistance Center is also an integral part of this division and is responsible for loaning, developing and implementing programs that offer professional assessments, short-term counseling, follow-up services to employees and their families with problems that may arise from a variety of personal issues.

The Employment Services Group consists of three major divisions Recruitment/Selection, Employment Certification/Classification/Compensation. Recruitment and Selection is responsible for recruiting, screening and facilitating the selection of applicants. The division has responsibility for community outreach and other specialized recruitment activities, including student programs and the community outreach program. Workforce Planning provides a comprehensive look at departmental human capital issues, trends and projections and provides an avenue for departments to develop appropriate strategic initiatives to ensure a competent, skilled and diverse workforce now and in the future. Workforce planning is the fundamental basis for managing recruitment, position management, student programs, organization/employee development and human resources policy management.

The Employment Certification Division is responsible for maintaining and implementing eligible lists for new hires and other preferred eligible lists for re-employment. Vacancies are filled utilizing these lists pursuant to workforce planning documents of departments. This division also verifies documentation required for employment eligibility in accordance with INS (Immigration and naturalization Services) regulations. This division coordinates post-offer candidate physical examinations, return to work physicals; and responds to unemployment benefit claims through MUA (Michigan Unemployment Agency).

The Classification/Compensation Division is responsible for the city's position classification plan and the compensation plan for non-union classifications and appointees. This division conducts analysis and evaluation of individual jobs, classifications and job families and assures coherent relationships, proper occupational grouping and compensation levels. In additions, staff consults, advises and furnishes information to department administrators, managers, executives and officials, on the classification plan, organization structure and salary administration. The staff investigates compensation alternatives, as well as reconciles, recommends and established non-union wage and salary rates.

The Organization/Employee Development Services Division coordinates employee training and organization change and development activities. In addition, this division

coordinated the apprenticeship training program, tuition refund plan, advance leadership development programs, distance education and continuous improvement process training.

The Labor Relations Division is primarily responsible for negotiation of all collective bargaining agreement in accordance with the City Charter and state law. The Division provides technical and professional support to all city departments and agencies in order to assure consistent and equitable contract terms and their uniform application and interpretation throughout all agencies of the city. By means of skilled negotiation, cooperation, consultation and other resolution techniques, this division is also charged with preventing or lessening any labor management disputes and differences, which may arise.

The Employee Benefits Office is responsible for administering medical, dental and optical benefits for active employees and retirees. In addition, this unit serves as the conduit for premium payments to be forwarded to life and supplemental insurance carriers.

The Employee Services Division provides technical and professional support and consulting services to city departments and agencies for various Human Resources transactions such as status changes, legal requirements related to the Family Medical Leave Act, Americans with Disabilities Act, Equal Employment Opportunity Commission, employee transfers, workforce planning, payroll issues, collective bargaining agreements, organizational and employee development, health and affirmative action compliance.

The Hearings/Policy Development Division is responsible for a multitude of functions pertaining to the study and development of proposed policy statements on human resources issues and the maintenance of human resources policies. This division also assists other Human Resources staff and departments by providing policy interpretations, and advice, including administering non-union grievance procedure and providing administrative support to the Civil Service Commission.

(Detroit City Charter Sections 6-501 to 6-519; City Code Chapter 13)

HUMAN RIGHTS DEPARTMENT

1240 Coleman A. Young Municipal Center (48226)

(313) 224-4950

(313) 224-3434 FAX

(TDD/TTY) (313) 224-4960

The mission of the Human Rights Department is to remove discriminatory barriers through innovative, high quality, customer-driven programs that foster economic opportunity and empowerment and benefit Detroit residents, visitors and the entrepreneurial sector of the local economy.

The Human Rights Department was created by the 1974 City Charter to replace the Commission on Community Relations. In 1994 the Contract Compliance division of the Finance Department was moved to the Human Rights Department and the department took on economic development responsibilities. An 11 member Human Rights Commission appointed by the Mayor establishes policy.

In accordance with City Charter mandates, the Human Rights Department administers equal employment opportunity policies and investigates discrimination complaints.

Based on Article 27 of the City's Code, Human Rights investigates complaints, by residents and visitors to Detroit, alleging discrimination. Complaints relating to housing, employment, public accommodations and public services are investigated or mediated on the

basis of race, creed, color, national origin, age disability, sex, sexual orientation, or public benefit status.

- The Human Rights Department is responsible for investigating claims of workplace violence, sexual harassment and protected-class discrimination, pursuant to Executive Order 2010-1 and 2010-2, respectively.
- The department facilitates training Disability Service Representatives to promote excellent city service to people with disabilities.
- Human Rights certifies Detroit Headquartered, Detroit Based, Small Businesses, Minority Owned and Women Owned businesses under the Detroit Business Certification Program.
- The HRS Department produces a quarterly City of Detroit Certified Business Register to be used as a procurement reference for city departments, businesses, public and nonprofit organizations.
- The HRS Department is responsible for the monitoring of vendor workforces for companies seeking city contract awards or tax abatement relief to ensure equitable representation of minorities and females consistent with local, state and federal equal employment opportunity policies (EEO compliance).
- Under Public Act 146, Human Rights monitors economic development diversity goals for property redevelopment projects that receive tax abatements.
- The department is also responsible for monitoring specific economic development goals included in agreements between the city and private developers.

www.ci.detroit.mi.us/humanrights

(Detroit City Charter Secs. 7-1001 to 7-1007; City Code Chapter 27)

HUMAN SERVICES, DEPARTMENT OF
(Formerly Neighborhood Services Department)
5031 Grandy (48211)
(313) 852-5609

In 1974, a task force on Human Services was formed to survey the Human Services departments and activities in Detroit and recommend changes in the city organizational structure which would improve administrative flexibility and control. Costs, efficiency, consumer needs, effectiveness and funding sources were considered. The objectives of the task force were to develop an organizational model which would mobilize greater resources from federal, state and local sources and to develop a coordinated delivery system for human services which would provide unduplicated services. This model would translate these resources into more and better services to the citizens of Detroit.

When the task force issued its report, a major recommendation was to incorporate the services of the Mayor's Committee for Human Resources Development, (MCHRD), which operated the Poverty Program and the Model Neighborhood Agency, (model cities). On July 1, 1975, this union emerged as a new city department, Neighborhood Services. Its mission was to address the "special needs of our city for programs which aid in the development and enrichment of our most important resource—human life and talent" expressed in the preamble of the City Charter. The department also functions as the Community Action Agency (CAA) for the City of Detroit—the only one in Michigan that is city government based.

However, the role of the department has become more focused and directed as described

in its new mission statement. Under the leadership of Mayor Dennis W. Archer, on July 1, 1995, to better reflect its new mission, the name of the department was changed to the Department of Human Services (DHS).

Operating from sites located throughout the city, Center Operations Division service centers provide low income households with family and individual needs assessment and referral services. Programs operated are: USDA commodity distribution, energy assistance, emergency food program, clothing bank, tax assistant and the homeless intervention program. Other special projects include the transportation program, summer camper ships and summer lunch program. This division also aids in access in referral service to the following divisions.

The Child Development Division better known as Head Start provides health, social, educational, special needs and parental involvement services for children from birth to four years of age and their families.

The Home Weatherization Program provides free energy conservation services including attic and wall insulation, window repair electric water heater wrap and pipe insulation, installation of low flow shower heads, roof leaks, caulking and weather-stripping.

COMMUNITY SERVICES COMMISSION

The Community Services Commission (CSC) of the Department of Human Services was established to provide an advisory framework for the planning and operation of Detroit's Community Action Agency. In doing this, the public and private nonprofit organizations primarily concerned with poverty in the community may join with the area residents and groups to be served. The purpose of the commission is to cause a permanent increase in the capacity of individuals, groups and communities affected by poverty and to find effective solutions for reducing and alleviating its causes.

The commission consists of thirty-six commissioners, (twenty appointed by the Mayor) who serve as the overall citizen advisory body to DHS. The commission is constituted so that up to one third of the commissioners are public officials or their representatives, one third of the commissioners are DHS area residents elected in accordance with a democratic selection procedure, and up to one third of the members are officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the community.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

(Previously Data Processing)

526 Coleman A. Young Municipal Center (48226)

(313) 224-2900

The Information Technology Services Department is responsible for providing centralized programmed information processing, telecommunications and network services to all departments and divisions within the City of Detroit. Information Technology Services provides project management, systems planning, design and programming support for the enhancement of existing systems, as well as for the development and implementation of new systems. Support services include: application development, software and hardware maintenance, system analysis, training and office mechanization as they serve to increase employee productivity.

ITS streamlines and facilitates citizen interaction through the city's e-government initiatives and gives them the ability to access a variety of government services 24 hours a day. Working online, citizens can make service requests, obtain health records, research tax and assessments information, download forms for licenses and permits, obtain property records and

make citizen public safety requests.

LABOR RELATIONS DIVISION

332 Coleman A. Young Municipal Center (48226)
(313) 224-3860

The Division of Labor Relations was established in the Human Resources Department by Charter. The Mayor may appoint either the Human Resources Director or another person to head the Labor Relations Division. The Labor Relations Director serves at the pleasure of the Mayor.

Major responsibilities of the Labor Relations Division include coordinating employee relations activities, conducting labor negotiations on economic/non-economic issues and benefits, administering/interpreting collective bargaining agreements, participating in joint labor-management and dispute resolution activities.

The Labor Relations Division is also responsible for administering medical, dental and optical, as well as life and supplemental insurance benefits for active employees and retirees. (Detroit City Charter Secs. Chapter 5, Personnel Dept., Sec. 6-508; City Code Chapter 13)

LAW DEPARTMENT

660 Woodward Ave. (48226)
1650 First National Bldg.
(313) 224-4550

On January 1, 1896, an act became effective, abolishing the then existing offices of City Attorney and City Counselor and establishing the Law Department. The Mayor was given the direct power to appoint a Corporation Counsel subject to approval of the City Council, furthermore, the Mayor may remove the Corporation Counsel subject to approval of the City Council, and furthermore the Mayor may remove the Corporation Counsel at any time without cause.

The Corporation Counsel must be a citizen of the United States and a resident of the City. In addition, the Corporation counsel and the Deputy Corporation Counsel must be attorneys licensed to practice law in Michigan.

The Corporation Counsel, his or her deputy and Law Department's Assistant Corporation Counsels handle all of the legal matters on behalf of the City of Detroit and its departments and agencies. More specifically, the powers and duties of this position include:

1. Defending all actions or proceedings against the city.
2. Representing elective officers, appointees and employees in any action or proceeding involving their official duties.
3. Prosecuting all actions or proceedings to which the City is a party or has a legal interest.
4. Acting as city prosecutor to prosecute violations of the City Code.
5. Furnishing written legal opinions on all subjects upon requests submitted by the Mayor, by the City council, or by any department director or agency head.
6. Preparing or approving leases, deeds, contracts or other papers as may be required by the Mayor, by the City Council or by any department or agency.
7. Drafting proposed ordinances and approving all ordinances as to form.
8. Processing claims filed against the city.
9. Prosecuting cases involving delinquent city income and property taxes.

10. At the discretion of the Corporation Counsel, employing outside attorneys as Special Assistant Corporation Counsels on particular matters or proceedings.
11. Other duties as may be provided by law, the City Charter, or ordinance.
(Detroit City Charter Secs. 6-401 to 6-409)

LIBRARY COMMISSION
5201 Woodward Avenue (48202)
(313) 833-1000

The Free School Act of 1869 ordered the Board of Education to establish and maintain a district library. This department grew and the Library Commission was created in 1881 by amendment to the Free School Act and provided that the Board of Education could elect a Board of Library Commissioners whose members shall not be members of the Board of Education. Local Act 359 of 1901 (amended 1903 and 1905) included the president of the Board of Education as an ex-officio member of the commission.

The Detroit Public Library was first opened to the public on March 25, 1865 in a room in the old Capitol Building on capitol Square. A year later, the Board of Education leased a triangular piece of ground fronting on Gratiot Avenue and the building thereon served as the main library until 1921.

The present main library building was dedicated and opened for service in 1921. The building, in Italian Renaissance style, was designed by one of America's great architects, the late Cass Gilbert. The new wings and the Cass Avenue entrance were opened in 1963. Designed by Cass Gilbert, Jr. and Francis J. Keally, the new addition more than doubles the size of the original building.

In 1965, the library observed its centennial year and fitting tribute was paid to its tremendous resources and many special services. Among its special collections, the following are of major interest:

The Technology and Science Department includes 325,000 books, subscriptions to nearly 900 periodicals and is an outstanding technical collection that draws research engineers, inventors, workers in business and industry and a wide cross-section of the general public. A Detroit Community AIDS Library database is located here.

The Burton Historical Collection draws writers and genealogists from across the country who uses its unique resources on Michigan, Detroit, the Old Northwest and the Great Lakes region. The Rare Book Collections with rare and historical landmarks in all fields of knowledge is located here.

The Art and Literature Department has 600,000 illustrations and pictures on a vast number of subjects for loan.

The E. Azalia Hackley Collection, devoted to African/Americans in the performing arts worldwide contains books, recordings, photographs, notebooks, letters, programs, newspaper clippings, etc. and is the oldest such collection in the nation.

The National Automotive History collection, the largest public archive in the world on the history of the automobile industry and other forms of vehicular transportation, contains thousands of catalogs, photographs, books, manuals, specifications and company records.

Twenty-three branch libraries and a bookmobile serve the city's neighborhoods. The mobile service includes outreach services that bring library services to schools, recreation centers and senior citizens (service to shut-ins and retirees-SIR) throughout Detroit.

The TIP (The Information Place) Service, with a database of over 2,200 government and community agencies, provide information and referral to anyone looking for human services in the community.

The Career and Employment Information Center, located in the Philosophy, Religion and Education Department) contains a wide range of books, pamphlets, catalogs, periodicals and computer programs (including do-it-yourself computer software) for anyone seeking information about careers, education and employment opportunities.

The Computer Technology center is available for free use of the internet and computer software and offers classes on topics from computer basics to advanced internet searching. Services the library provides to citizens: Provides free access to information, cultural and educational enrichment through programming and sites for community activities and programs. Also, provides informational resources needed to solve problems.

African American Booklist Available

Free at any Library location

Detroit Public Library Locations and Phone Numbers

Branch Libraries

Bowen, 3648 W. Vernor	297-9318
Chandler Park, 12800 Harper	852-4346
Chaney, 16101 Grand River	852-4545
Chase, 17731 W. 7 Mile Rd.....	578-8002
Conley, 4600 Martin	224-6461
Douglas, 3666 Grand River	833-9714
Duffield, 2507 W. Grand River	224-6456
Edison 18400 Joy.....	852-4515
Elmwood Park, 550 Chene	877-8014
Franklin, 13651 E. McNichols.....	852-4797
Hubbard, 12929 W. McNichols.....	578-7587
Jefferson, 12350 E. Outer Dr.	267-6562
Knapp, 13330 Conant	852-4283
Lincoln, 1221 E. 7 Mile Rd.	852-4284
Mark Twain Annex, 4741 Iroquois (Mt. Calvary Missionary Baptist Church).....	924-9272
Monteith, 14100 Kercheval	852-5761
Parkman, 1766 Oakman Blvd.	852-4000
Redford, 21200 Grand River.....	578-8000
Richard, 9876 Grand River	870-5057
Sherwood Forest, 7117 W. 7 Mile Rd.	578-7587
Skillman, 121 Gratiot.....	628-2750
Wilder, 7140 E. 7 Mile Rd.....	852-4285

Main Library

5201 Woodward.....	833-1000
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Main Library Departments

Art and Literature.....	833-1470
Browsing Library	833-1010
Burton Historical Collection	833-1480
Business and Finance.....	833-1420
Card Catalog/Bibliographic Center.....	833-1015
Children's Library.....	833-1490

Circulation.....	833-1415
Computer Technology Center.....	833-4790
Film Department.....	833-1416
Friends of the Detroit Public Library.....	833-4047
General Information.....	833-1400
History and Travel.....	833-1445
Human Resources.....	833-4030
Marketing.....	833-4042
Municipal Reference Library.....	224-3885
Music and Performing Arts.....	833-1460
National Auto History Collection.....	628-2851
Philosophy, Religion and Education.....	833-1430
Service Building.....	833-1686
Sociology and Economics.....	833-1400
Technology and Science.....	833-1450
TIP Service (Information & Referral).....	833-4000
Career and Employment Information Center.....	833-4251
<u>Services</u>	
Services to Blind, Deaf & Handicapped.....	833-5494
Service to Shut-Ins & Retirees (SIR).....	833-5686
For all other calls.....	833-1000
(Detroit City Charter Sec. 9-504, City Code Chapter 29)	

MAYOR'S OFFICE

1126 Coleman A. Young Municipal Center (48226)
(313) 224-3400

The term of the office of Mayor is four years and commences at noon on the first day of January after the regular city election which by charter shall be held on the Tuesday after the first Monday of November of 2009 and every fourth year thereafter.

The Mayor must be a citizen of the United States, a resident of the City of Detroit and, at least 18 years of age at the time of filing for and while holding office.

He or she is subject to recall by the voters of the city in the manner provided by law. The position of Mayor shall be forfeited if he or she: (a) lacks at any time any qualifications required by law or this charter; (b) violates any provision of this charter punishable by forfeiture; or (c) is convicted of a felony while holding the office or appointment.

If a vacancy occurs in the office of Mayor, the City Council President shall succeed to the office until a new Mayor is elected.

If the vacancy occurs more than one year before the next regular city general election, the City Council shall order a special primary election and a special general election to be held as soon as practicable to fill the vacancy for the unexpired term.

If a dispute arises concerning whether a vacancy of the office of Mayor has occurred, the City Council President or any three members of the City Council may petition the appropriate court for a determination of this fact question.

By a writing filed with the City Clerk, the Mayor shall designate a member of the mayoral staff or the director of a department of the executive branch as the Deputy Mayor. This

designation may be terminated without cause by filing notice of termination with the City Clerk. The Deputy Mayor shall be acting Mayor during the absence or temporary disability of the Mayor and shall exercise all the powers and perform all duties of the Mayor to the extent permitted by law, except the Deputy Mayor may not:

1. Exercise any power of appointment to or removal from office, except in an emergency as declared by a two-third majority of City Council members present; or
2. Approve or veto any ordinance or resolution within the first five days of the seven days allowed under Section 4-118 of the City Charter for exercise of the Mayor's veto power.

POWERS AND DUTIES

The Mayor is the chief executive of the city and, as provided by the City Charter, has control of and is accountable for the executive branch of city government. The Mayor's powers, duties and authorities include the following:

1. To wield exclusive authority for the implementation of programs, services and activities of city government.
2. To make appointments and removals to administrative positions in city departments and to city boards and commission as described in the charter.
3. To conserve the peace of the city and administer oaths and take affidavits as provided by law and the city charter.
4. To approve, disapprove, or veto all ordinances or resolutions passed by City Council in accordance with the procedure provided by charter.
5. To prepare a budget each year to provide for the operation of city government. The budget is submitted to the City Council each April for its review and approval.

The Mayor is an ex-officio member of designated boards and commissions. Such designations may, by ordinance or otherwise, from time to time, change and therefore are not listed here.

The Mayor also wields enormous influence over the economic development of the city through the activities of the Planning and Development Department, various other economic development organizations and his own relationships with business, labor and community leaders. All current major economic development projects underway in the city have been put together with direct involvement of the Mayor.

Mayors of Detroit from 1824

John R. Williams.....	1824, 1825
Henry J. Hunt.....	1826
Jonathon Kearsley.....	1826
John Biddle.....	1827, 1828
Jonathon Kearsley.....	1829
John R. Williams.....	1830
Marshall Chapin.....	1831
Levi Cook.....	1832
Marshall Chapin.....	1833
C. C. Trowbridge.....	1834
Andrew Mack.....	1834
Levi Cook.....	1835, 1836
Henry Howard.....	1837
Augustus A. Porter.....	1838

De Garmo Jones	1839
Zina Pitcher	1840, 1841
Douglas Houghton	1842
Zina Pitcher	1843
John R. Williams	1844, 1845, 1846
Jas A. Van Dyke	1847
Frederick Buhl	1848
Charles Howard	1849
John LaDue	1850
Zach Chandler	1851
John H. Harmon	1852, 1853
Oliver Hyde	1854
Henry Ledyard	1855
Oliver M. Hyde	1856, 1857
John Patton	1858, 1859
Christian H. Buhl	1860, 1861
Wm. C. Duncan	1862, 1863
Kirkland C. Baker	1864, 1865
Merrill I. Mills	1866, 1867
Wm. W. Wheaton	1868, 1871
Hugh Moffat	1872-1875
Alexander Lewis	1876-1877
George C. Langdon	1878, 1879
Wm. G. Thompson	1880-1883
S. B. Grummond	1884-1885
M. H. Chamberlain	1886-1887
John Pridgeon, Jr.	1888, 1889
H. S. Pingree	1890 to March 22, 1897
William Richert	March 22, 1897 to April 5, 1897
(Served after Hazen S. Pingree was declared by the Supreme Court to be ineligible to hold office of mayor and governor simultaneously).	
Wm. C. Maybury	April 5, 1897 to 1904
George P. Codd	1905, 1906
Wm. B. Thompson	1907, 1908
Philip Breilmeyer	1909, 1910
Wm. B. Thompson	1911, 1912
Oscar B. Marx	1913-1918
James Couzens	1919-1922
(Mayor Couzens resigned Dec. 5, 1922)	
John C. Lodge	Dec. 5, 1922 to April 9, 1923
(To fill vacancy pending election of Mayor)	
Frank E. Doremus	April 9, 1923 to June 10, 1924
(Elected to fill vacancy caused by Mr. Couzens' resignation. Took office April 9, 1923. Re-elected November 6, 1923. Mr. Doremus resigned because of ill-health June 10, 1924).	
Joseph A. Martin	June 10, 1924 to August 2, 1924

(To fill vacancy. Resigned August 2, 1924)	
John C. Lodge	August 2, 1924 to Nov. 21, 1924
(To fill vacancy pending election of Mayor)	
John W. Smith.....	Nov. 21, 1924 to Jan. 9, 1928
(Elected to fill vacancy. Took office November 21, 1924, re-elected for two-year term commencing Jan 12, 1926. Also, acting Mayor from September 8, 1933 to Jan. 2, 1934)	
John C. Lodge	Jan. 10, 1928 to Jan. 4, 1930
Charles Bowles	Jan. 14, 1930 to Sept. 22, 1930
(Defeated at recall election)	
Frank Murphy	Sept. 23, 1930 to May 10, 1933
Frank Couzens (acting)	May 10, 1933 to Sept. 8, 1933
.....	Jan. 2, 1934 to Jan. 3, 1938
Richard W. Reading.....	Jan 4, 1938 to Jan. 1, 1940
Edward J. Jeffries, Jr.....	Jan. 2, 1940 to Jan. 5, 1948
Eugene I. Van Antwerp.....	Jan. 6, 1948 to Jan. 2, 1950
Albert E.Cobo	Jan. 3, 1950 to Sept. 12, 1957
(Died)	
Louis C. Miriani (acting)	Sept. 12, 1957 to Jan. 7, 1958
Louis C. Miriani.....	Jan. 7 1958 to Jan. 2, 1962
Jerome P. Cavanagh.....	Jan. 2, 1962 to Jan. 5, 1970
Roman S. Gribbs.....	Jan. 6, 1970 to Jan. 1, 1974
Coleman A. Young	Jan. 1, 1974 to Jan. 3, 1994
Dennis W. Archer	Jan. 3, 1994 to Jan. 1, 2002
Kwame M. Kilpatrick	Jan. 1, 2002 to Sept. 18, 2008
..... (Mayor Kilpatrick, resigned on Sept. 4, 2008, resignation became effective on Sept. 18, 2008)	
Kenneth V. Cockrel, Jr. (acting)	Sept. 18, 2008 to Dec. 31, 2009
Dave Bing	Jan. 1, 2010 to present
(Detroit City Charter Secs. 5-101 to 5-109)	

MUNICIPAL PARKING DEPARTMENT

1600 W. Lafayette Blvd. (48216)

(313) 967-1600

Auto Parking System (313) 221-2500

Parking Violations Bureau (313) 221-2579

The mission of the Municipal Parking Department (MPD) is to provide economical on-street and off-street parking services; to enforce City of Detroit parking ordinances; and to coordinate parking with economical development projects throughout the city of Detroit.

The Municipal Parking Department was organized under the City Charter, effective July 1, 1974. The Mayor appoints a Director and Deputy Director to establish policies, plan programs and direct activities of the Department.

The Department is responsible for planning, supervising, operating and maintaining the City of Detroit's Auto Parking and Arena Systems (an Enterprise Fund), and for the management of 8 parking facilities and lots. The Municipal Parking Department is also responsible for the Parking Violations Bureau (a General Fund), which is accountable for enforcement of on-street parking ordinances within the city of Detroit and the processing and

collection of parking violation notices.

NEXT DETROIT NEIGHBORHOOD INITIATIVE

7310 Woodward Ave., #403 (48202)
(313) 394-1000

The Vision of NDNI

To transform Detroit neighborhoods into vibrant places for people to live, work and play.

Mission

Our mission is to reinforce, revitalize and redevelop targeted neighborhoods into thriving communities. We address quality of life issues by fostering community engagement and economic development activities, integrating city services that leverage public and private investments, linking people to resources and providing planning and project management solutions.

Next Detroit Neighborhood Initiative (NDNI), a 501(c)3 nonprofit organization to which focuses on the transformation of Detroit neighborhoods through reinforcement, revitalization and redevelopment efforts or initiatives. Our “on the ground” experience enables us to provide strategic models for safety management, blight remediation, foreclosure prevention and other critical success factors in stabilizing Detroit neighborhoods. We strive to improve the quality of life in these areas by linking community based organizations to resources to fund initiatives that address neighborhood challenges. Through community engagement, collaboration with philanthropic leaders and the coordination of governmental resources, NDNI bridges gaps around the neighborhood development delivery system in our city to build a stronger Detroit.

OFFICE OF THE OMBUDSMAN

114 Coleman A. Young Municipal Center (48226)
(313) 224-6000
Website: www.detroitmi.gov

“Ombudsman” is a Swedish word which, translated, literally means “ Citizen’s Grievance Man.”

The City of Detroit Ombudsman is an independent government official whom citizens can turn to when they have unanswered questions or grievances with City of Detroit departments.

The existence of an Ombudsman Office ensures that citizen grievances with city of Detroit departments will be heard, investigated and if justified, arduous effort extended toward resolution, without charge. It provides an avenue for intervention, permitting resolution prior to seeking remedy within the costly, cumbersome and backlogged judicial system. It also provides a vehicle designed to humanize bureaucracy and provide the citizen with a sense of closer affiliation with government.

Unique in the 161-year incorporation of the City of Detroit was inclusion of an Ombudsman Office in the new charter, adopted by referendum on November 6, 1973. Inclusion of this office provides the citizens of Detroit with their own investigative agency mandated to protect their right and resolve their grievances against city government.

The Ombudsman is empowered to investigate any action, omission, decision, recommendation, practice or procedure of any City of Detroit agency.

Charter imposed limitations prevent the Ombudsman from investigating elected officials and

investigations of agencies having subpoena power are limited to review of hearings held and determination if such hearings were conducted fully and fairly.

The Ombudsman Office cannot be administratively eliminated.

Citizens may register complaints by telephone, letter, e-mail or in person. Office hours are 8:00am to 5:00pm Monday-Friday.

The office of the Ombudsman issues publications: What is and Why an Ombudsman? Ombudsman Annual Report, Ombudsman newsletter (spring and fall yearly), Effective Ways to complain, Dispelling Myths about Service Delivery in Detroit, Express Yourself – Getting Beyond No, Citizen's Budget Priorities Report, and periodic Investigative Issue Reports (detailing action taken and recommendations for resolution), are available upon request and with charge.

PLANNING AND DEVELOPMENT DEPARTMENT

65 Cadillac Square (48226)

Suite 2300

(313) 224-6380 and (313) 224-2560

The missions of the Planning and Development Department is to efficiently provide timely, high quality, revenue generating, cost-effective services and resources which promote housing, neighborhood development, economic development and planning in order to enhance the economic climate and ensure the public health, safety and welfare of the people who live, work, visit and conduct business in the City of Detroit.

Responsibilities of the Planning & Development Department are to:

1. Assist the Mayor in directing the activities of city government by providing planning information and advice on the social, physical and economic development and conservation activities of the city, and by advocating the city administration's policies on these matters.
2. Develop and promote the best use of 139 square miles of land in Detroit so that its citizens can live in standard housing in viable neighborhoods with access to goods, services and employment opportunities provided by thriving business and industry.
3. Coordinate city planning and development activities.
4. Undertake comprehensive policy and development planning.
5. Mobilize resources for the city's planning and development activities.
6. Provide current, accurate data and information necessary for planning and decision making to officials, businesses and citizens.
7. Represent the city's interest in regional planning matters.
8. Propose, administer and carry out authorized projects, programs and plans for the conservation of stable areas, the elimination of blight and the restoration of decent, safe and sanitary living conditions.
9. Propose, administer and carry out authorized projects, programs and plans of action intended to stimulate or aid the development of housing.
10. Act as the "local public agency" for purposes of federally aided development projects.

The Planning & Development Department provides the following services to citizens:

Sale of city-owned properties.

Assistance in reacquiring tax foreclosed properties.

Assistance and consultation for restoring historic properties.

1. Sale of city-owned properties.
2. Assistance in reacquiring tax foreclosed properties.
3. Assistance and consultation for restoring historic properties.
4. Provision of various loan and grant programs for both new construction and rehabilitation of single and multi-family residential and commercial structures.
5. Provision of planning and development assistance to developers.
6. Provision of planning and development assistance to community – based development organizations.
7. Provision of assistance to businesses for expansion and development.

The Department has the following publications available to the public (charges are made for some of the items):

1. Master Plan – Comprehensive plan for the overall development and conservation of the City of Detroit.
 2. Applications, performance reports and other information regarding the City’s Community Development Block Grant, Emergency Shelter, Home and Housing Opportunities for persons with Aids (HOPWA).
 3. Capital Agenda – The proposed five-year capital improvement program of the city.
 4. Existing and future land use maps.
 5. A variety of publications and maps showing demographic, socioeconomic and physical data for the city.
 6. Planning reports of all geographic sectors of the city, program reports, the “Introduction and Synopsis” overview report and the Overall Economic Development Plan.
 7. Reports and research pertaining to the 2000 Census.
 8. Empowerment Zone application and strategic plan.
- (Detroit City Charter Sec. 6-201 to 6-205)

POLICE

1300 Beaubien St. (48226)
(313) 596-2200

The Police Department has the responsibility of preserving the public peace, preventing crime, arresting offenders, protecting the rights of persons and property, guarding the public health, preserving order and enforcing the laws of the state and the nation and the ordinances of the city.

As mandated by the Charter of the City of Detroit, the Police Department is headed by a five-member Board of Police Commissioners. The commissioners are appointed for five year terms by the Mayor, subject to the approval of the City Council. All weekly board meetings are open to the public; although the board may in its discretion, publicly reserve specified subjects for Executive Session. The written minutes of each board meeting are available to the public upon request. In consultation with the Chief of Police, the board establishes policies, rules, and regulations, approves the budget, resolves complaints concerning the operation of the department, and acts as a final authority in disciplinary matters.

The Chief of Police is the Chief Executive Officer of the Police Department. The Chief of Police, who is appointed by and serves at the pleasure of the Mayor, administers the department under the policies and procedures established by the Board of Police Commissioners. Organizing the department, recommending regulations/procedures, preparing an annual budget,

keeping and controlling all property and equipment belonging to the department are all responsibilities of the Chief of Police. The Chief of Police also has the authority to hire, promote, commend, transfer, and discipline department of personnel. The Chief of Police may attend all meetings of the Board of Police Commissioners and speak on any issue, but may not vote.

The Assistant Chief of Police exercises operational control over the administrative patrol and investigative functions of the police department, and is directly accountable to the Chief of Police. The Assistant chief shall ensure that bureaus within the police department maintain the organizational structure established by the Chief of Police and operate in a manner consistent with department rules, regulations, order or procedures.

In the absence of the Chief of Police, the assistant chief shall assume the duties and responsibilities of the Chief of Police. The assistant chief shall assume any other duties or responsibilities which may be delegated by the Chief of Police or which are set forth in department rules, regulations, order or procedures.

BUREAUS

A bureau is the principle organizational sub-entity of the department and is commanded by a deputy chief, with the exception of the Human Resource Bureau, which is headed by a civilian of comparable position, the Director of Personnel. There are seven bureaus in the department.

- Patrol Operations Bureau
- Criminal Investigations Bureau
- Management Services Bureau
- Human Resource Bureau
- Risk Management Bureau
- Civil Rights Integrity
- Technology Services Bureau

Patrol Operations Bureau

The Patrol Operations Bureau is responsible for operations of the eight districts/precincts: Central, Eastern, Northeastern, Southwestern, 6th Precinct, 8th Precinct, 10th Precinct and 12th Precinct.

Each district/precinct is administratively divided into sectors and scout car areas for patrol purposes. A sector consists of one or more scout car areas and is patrolled by a supervisor. A scout car area is patrolled by two officers in a marked police vehicle. Districts/Precincts also administer department mini-stations located within their boundaries.

Criminal Investigations Bureau

The Criminal Investigations Bureau is responsible for directing, coordinating and insuring the efficient operation of the department functions relating to detection, apprehension and prosecution of criminals. It is also responsible for assigning specialized patrol services, deploying emergency resources; tactical and strategic planning; and coordinating enforcement efforts against youth crime activities.

Management Services Bureau

The Management Services Bureau is responsible for the department's financial transactions, business administration and maintenance of police buildings/facilities.

Human Resource Bureau

The Human Resource Bureau is responsible for maintaining personnel records on all members' employees, for processing all personnel matters, for recruiting new members for the

department, for administering all department training, for administering and securing examinations, both entry level and promotional. In addition, the bureau is responsible for administering the police/labor contracts.

Risk Management Bureau

The Risk Management Bureau is responsible for inspecting departmental facilities and equipment to ensure that it is operating in a safe and/or efficient manner, identifying existing and potential problem areas, evaluating the level of department discipline and efficiency, ensuring that this department is in compliance with all applicable Department of Justice recommendations specific to this department's operations and ensuring that proper care is provided for sick and injured members of the department when the sickness is duty related.

Technology Services Bureau

The Technology Services Bureau is responsible for maintaining departmental reports and records, analyzing suspected narcotics and dangerous drugs, identifying trace evidence, processing crime scenes for physical evidence, providing still photography services and preparing department illustrations and visual aids. The Technology Services Bureau is also responsible for all radio dispatching, prisoner information and providing 24 hour, seven day advisory service to the patrol force and receiving notification of certain major crimes and unusual occurrences from the various commands of the department.

Civil Rights Integrity Bureau

The Civil Rights Integrity Bureau is responsible for facilitating compliance with two Consent Judgments agreed upon by the City of Detroit, The Detroit City Council and the United States Department of Justice: Use of Force, Arrest and Witness Detention; and Conditions of Confinement. The Civil Rights Integrity Bureau consists of: Planning and Accreditation, which reviews and writes consistent with best police practices and compliance with the law; Audits and Inspections, which conducts inspections and audits Compliance, which provides direct concentration on the policies consistent with the Consent Judgments; and the Holding Cell Compliance Committee, which facilitates compliance with policies promulgated in the Conditions of Confinement Consent Judgment.

Department Publications

Each year the police department prepares and publishes and **Annual Report**. This report contains a summary of department activities for the year; together with statistical information reflecting criminal activity and police operations. Although the **Annual Report** is not available to the public on the basis of individual request, copies of the report distributed to the Detroit Public Library and various university libraries in the metropolitan area.

The **Detroit Police Department Manual and Directives**, which govern police department procedures, are also available for public inspection. Copies of the rules, regulations and orders are housed in the Municipal Reference Library of the Detroit Public Library, located in the Coleman A. Young Municipal Center.

The Police Department distributes numerous crime prevention pamphlets in a continuing effort to assist and educate the public in the prevention of crime. The pamphlets provide advice on reducing the opportunities of such crimes as robbery, criminal sexual conduct, burglary and auto theft occurrences. The pamphlets are available at each district and mini-station throughout the city, free of charge. Each district has crime prevention officers who distributes these pamphlets and in addition, conducts crime prevention programs for both businesses and private residents within their communities.

DISTRICT LOCATIONS

Southwestern District	2801 W. Vernor	596-5300
Eastern District	11187 Gratiot	596-5900
Northeastern District	5100 E. Nevada	596-1100
Central District	4747 Woodward	596-1300
6 th Precinct	11450 Warwick	596-5600
8 th Precinct	11450 Warwick	596-5600
10 th Precinct	12000 Livernois	596-1000
12 th Precinct	1441 W. Seven Mile Rd.	596-1200

Records/Identification

The accident reports and official complaint or police reports are maintained by the Records/Identification. Citizen may obtain a copy of their report from this office during business hours, in accordance with the following schedule:

Accident Reports	\$10.00/copy
Police Reports	\$4.00/copy

The Report Unit is located at 1300 Beaubien, Room 219, and the telephone number is 596-1908. Business hours are 8:00 a.m. – 6:00 p.m., Monday through Friday.

Records/Identification (Gun Licensing)

Applications for permits to purchase firearms are processed by the Records/Identification (Gun Licensing). There is no charge for the initial permit application.

Gun Licensing also processes applications for concealed weapons permits (the initial application is made at this office). The county, state and federal governments all assess fees to process various aspects of the application-the City does not charge a fee for this service.

Gun Licensing is located at 7310 Woodward Avenue, First Floor, and the telephone number is 596-2063. Business hours are 8:00 a.m. – 5:30 p.m., Monday through Friday.

Telephone Crime Reporting (TCR) accepts police reports from citizens by telephone on crimes that are a non-emergency nature, e.g., identity theft. Citizens should utilize this service whenever the presence of a uniformed police officer is not required and telephone reporting will effectively deal with the situation. TCR accepts police reports seven days a week, Monday-Sunday 8:00 a.m. – 8:00 p.m. The telephone number is 267-4600 or 311.

Records/Identification provides the following services:

Letter of Clearance (Detroit resident)	\$8.00
Letter of Clearance (Non-Detroit resident)	\$10.00
Fingerprinting	\$2.00/per card
Fingerprinting (Sr. citizens 60 yrs. and older)	\$2.00
Immigration Clearance-Canadian Only	\$2.00/prints only
Lottery Retailer (State Prints)	\$2.00
Sex Offender Registry	\$

Identification is located at 7310 Woodward Avenue, First Floor and the telephone number is 596-2114. Business hours are 8:00 a.m. - 6:00 p.m., Monday through Friday.

24 Hour Hot Lines

224-DOPE	224-3673
224-GUNS	1-800-SPEAK-UP

(Detroit City Charter Sec. 7-1101 to 7-1118; City Code Chapter 43)

PUBLIC LIGHTING DEPARTMENT

9449 Grinnell (48213)

(313) 267-7202

The Public Lighting Commission was created by an act of the legislature dated March 18, 1893. Located originally on Randolph Street at the Detroit River, a power plant of 1000 kilowatts capacity was constructed in 1895 to supply power to the street lighting system and public buildings. In 1927, all electrical generation was transferred to the Commission's Mistersky Power Station on West Jefferson Avenue, with a capacity of 60,000 kilowatts. Through periodic expansion, the electrical generating capacity of the Mistersky Power Station was increased to 184,000 kilowatts by 1979. A power interchange line of 80,000 kilowatts capacity connects the Mistersky Power Station to the Detroit Edison Company (DTE). In addition, the Herman Keifer Heating Plant is operated by the Department.

In accordance with the City Charter adopted by the electorate in 1973, the name of the Public Lighting Commission was changed on July 1, 1974 to the Public Lighting Department.

The municipal street lighting system has grown from fewer than fifteen hundred lamps in 1895 to 88,000 lamps as of July 1, 2010.

With a city-wide power distribution system, the Department now serves over 480 public buildings. Among the Public Lighting Department's customers are various City of Detroit Departments, the Detroit Board of Education, Wayne State University, Joe Louis Arena, Wayne County Community College, Cobo Hall and other agencies of Federal, State and County government.

The department inspects and regulates the use of utility poles in the city.

Public Lighting maintains the Police and Fire Communications network which includes the extended 911 and automated dispatch systems.

The Public Lighting Department presently employs about 136 persons.

The Department is enabled to:

1. Furnish and sell light, heat and power to any person, firm, division or corporation within or outside of the city to the extent permitted by law;
2. Exercise other powers and perform other duties necessary to carry out its functions;
3. Install street lights on any street or in any alley as deemed necessary by the department or upon investigation of request by Detroit citizens or their organizations.

Citizens can call the following numbers for assistance:

New Lighting Requests.....267-7232

Street Lights out.....267-8184

Report Wire down.....267-4151

(Detroit City Charter Sec. 7-1201 to 7-1204)

PUBLIC WORKS, DEPARTMENT OF
513 Coleman A. Young Municipal Center(48226)
(313) 224-3902

MISSION STATEMENT: To provide excellence in the delivery of essential environmental, infrastructure and automotive services, thereby ensuring a safe and clean environment for our customers in a cost efficient manner.

The Department of Public Works was established in 1874. The department is responsible for collection and disposal of waste, street maintenance, engineering, snow and ice removal, installation and maintenance of traffic signs and markings on city streets and vehicle repair and maintenance.

The Solid Waste Division in previous years collected more than 600,000 tons of waste and spreads as much as 77,000 tons of salt during an average winter.

There are five (5) divisions within the department. The direct service divisions are Solid Waste, Street Maintenance, Vehicle Management, City Engineering, Traffic Engineering and Administration.

The City Charter provides for the appointment, by the Mayor, a director and deputy director. The director is responsible for establishing policies and procedures for the operation of the department. The Department of Public Works shall:

1. Provide for the management and collection of garbage and debris.
2. Except as otherwise provided by law or charter, cooperation with other city departments and regional agencies to enforce environmental ordinances of the City of Detroit Code and other environmental statutes.
3. Provide for the construction, maintenance and engineering design of streets, alleys and public buildings.
4. Plan, establish and maintain systems and devices for safe and expeditious regulation and control of traffic within the city.
5. As provided by law or ordinance, perform other functions necessary to improve the quality of the environment.

The deputy director assists the director in formulating policies, plans and procedures for the department. The deputy director coordinates and directs the various operations in accordance with the City Charter provisions and acts for the director in the director's absence.

Solid Waste Division

The Solid Waste Division directs the activities involved in the collection and disposal of municipal waste from households, streets, alleys and illegal dumpsites. This responsibility includes the collection and disposal of abandoned scrap tires through various grant-funded programs; the provision of public dumping facilities of a Type A, B and the Type II nature as regulated by the Michigan Department of Environmental Quality and Wayne County Department of the Environment; planning and development of collection routes; placement, collection and repair of refuse containers provided by the department; the collection of dead animals from public and private property; and in conjunction with the Department of Environmental Affairs, the cleaning of illegal dumpsites.

The Solid Waste Division collects more than 300,000 tons of waste from 250,000. Household refuse is collected weekly through the containerized Courville curbside collection system. Bulky items are currently collected on quarterly basis; yard waste is collected on refuse collection days April thru the first week in December (weather permitting). In our effort to

encourage residents to recycle and to improve the environment the Division began a Curbside Pilot Recycling Program that covers approximately 30,000 households and for those not in the pilot area recycling drop off sites have been established. The division provides afternoon and midnight crews to maintain and clean the downtown and Eastern Market refuse containers.

The Environmental Enforcement Section of the Solid Waste Division enforces both Chapter 9 (Property Maintenance) and Chapter 22 (Solid Waste) of the City of Detroit Municipal Code through blight violation. Environmental Enforcement also promotes the prevention of environmental rodent infestations through baiting and the dissemination of information.

Street Maintenance and Construction Division

The Street Maintenance and Construction Division provides right of way road and right of way tree maintenance activities for approximately 2600 miles of streets, 608 miles of paved alleys and 708 miles of unpaved alleys. Major activities include road repairs such as pothole repairs and street sweeping. Additional maintenance responsibilities include the facilitation of street closures for special events and providing tree removal or pruning for street trees. In addition, Street Maintenance works in conjunction with Solid Waste to provide snow and ice removal services, as needed.

Traffic Engineering Division

The Traffic Engineering Division is responsible for the safe and expeditious movement of traffic within the City of Detroit. The division carries out its responsibilities through the design of the roadway system itself and by maintaining traffic controls consisting of signs, signals, pavement markings and related devices.

The division's Traffic Sign Shop is responsible for installations and maintenance of signs and pavement marking. Effective July 1, 2010, the Traffic Engineering Division is responsible for the maintenance of all traffic signals under the jurisdiction of City of Detroit. For all traffic signal malfunction issues, please call DPW call center at (313) 876-0036.

Daily activities include processing of citizen requests relating to traffic control and parking control signs (including handicap signs) and traffic signal installations/modifications. In addition, this division reviews the requests for permits to use street right-of-way for facilitating construction projects of special events and reviews all traffic plans/geometric design associated with new developments.

All requests regarding the changes to the traffic controls or parking controls can be submitted in writing to the City Traffic Engineer, 2633 Michigan Ave., Detroit, MI 48216. All requests regarding repairs to traffic controls or parking control signs can be made by calling 225-1610 or 224-1811 between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. All requests regarding new installation/renewal of handicap signs can be made by visiting Traffic Sign Shop located at 2425 Fenkell Ave. between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. The DPW 311 Call Center should be contacted at all other times at 224-4636 or dial 311. All requests regarding repairs to traffic signals can be made by calling 313-876-0036 at any time.

(Administering the division's responsibility and duties is mandated by the 1973 Detroit Charter (Chapter 14) and reiterated in detail in chapter 55 of the 1984 Detroit City Code.)

City Engineering Division

The City Engineering Division is responsible for all City public works engineering, except for that related to water and sewerage facilities and street lighting, which are the responsibility of the Water & Sewerage Department and the Public Lighting Department

respectively.

City Engineering Division responsibilities include the design, engineering, contract preparation and construction supervision for a variety of public works projects; including the construction of public buildings, roads, bridges, sidewalks and other construction in the public right-of-way. The division is also responsible for the maintenance of official city maps and prepares land surveys for construction and condemnation proceedings.

The City Engineering Division issues permits for the construction impacting the public right of way and issues permits for the construction of sidewalks and driveway approaches, curb cuts, encroachments into the public right-of-way, temporary street and alley closing, wide and overload hauling within the city limits, barricade construction, spur railroad track construction and snow plow vehicles. The division assigns house numbers for new building construction and issues notices to property owners for the repair or replacement defective sidewalks.

The division can provide copies of the official cartographic city maps at cost; can furnish street or alley right-of-way information, official city vertical control survey data; and longitude and latitude data for Federal Communications Commission permit applications. This division can also provide information on street and alley closing petitions and processes.

The division will prepare plans and implement the paving of an unpaved street or alley based upon petitions approved by City Council. Information on these petitioning processes and/or assessments for paving can be obtained from the City Engineering Division. (Detroit City Charter Secs. 7-701 to 7-702)

RECREATION DEPARTMENT DETROIT

18100 Meyers Road (48235)
(313) 224-1129

The foundation of the Detroit Park System was laid in 1806, at which time, under an act of Congress, the Governor and Judges of Michigan laid out Detroit with several public spaces and parks such as Grand Circus Park, Campus Martius and others. Belle Isle was purchased in 1879. Several of the City's larger parks, Palmer, Clark and Rackham Golf Course, were developed on land donated by generous public spirited citizens. By 1910, there were over 20 parks – nearly 2000 acres – valued at more that \$10 million.

The first recreation program was established in the basement of a school in 1899. A Recreation Commission was created by Charter Amendment in 1914 and the first superintendent appointed in 1915. A variety of titles were used to define the Department until 1974, when the new City Charter designated it the Recreation Department.

The director and deputy director are appointed by the Mayor. All other certified staff are selected through the City's Personnel Department on the basis of examinations. Seasonal and contractual staff complements the corps of salaried staff as needed to provide recreation services.

A Recreation Department operates recreational facilities, plans and conducts organized programs of recreational activities in the City of Detroit and to the extent possible, coordinates all recreational programs being offered in the city. The department is responsible for conducting an extensive year-round recreation program; for controlling, managing and improving park land under its jurisdiction; and for construction, and repair of city-owned recreation buildings, equipment and park areas.

The department owns and is responsible for the operations of the city's marina's and golf courses, and several city – owned cemeteries.

Butzel Family Center and Northwest Activity Center are units of city government attached to the Recreation Department. Both are multi-service centers, housing numerous public and private agencies that bring health and social services directly into the neighborhood for easier community access. They offer recreational activities and space for community meetings and special events. The Butzel Family Center is managed by Mayoral appointee.

The Recreation Department is also responsible for the operation of the Chene Park Amphitheatre, which annually host entertainment for several million visitors. The department handles parade permits and provides support services for community celebrations across the city.

Recreation Division

This Department provides constructive leisure-time programs and activities for all age groups in the physical, cultural and social areas of recreation. Fun, adventure, companionship and an opportunity for self-expression are offered through a wide choice of year-round activities in conveniently located recreation facilities, including 13 recreation centers and (8) indoor swimming pools.

Additional summer activities are scheduled at selected neighborhood parks, playgrounds and two (2) outdoor pools, Brennan and Gatliff plus the Belle Isle Beach. Professional recreation instructors, augmented by part-time leadership and supervisors, organize and conduct competitive sports, swimming, physical fitness, arts and crafts, dramatics, choral, dancing, hobby and social activities for all age groups. Several programs are supported with contributed funds. These include the Fishing Derby, Easter Fun Fest and Metro Youth Fitness and numerous other special events throughout the year.

Musical entertainment is provided during the summer months at Belle Isle. A reduced cost concert series is offered at Chene Park Theater and dancing groups present programs at the neighborhood centers during the summer and at intervals throughout the year. The Recreation Department conducts instrumental music classes, youth orchestra, band and supports two summer Cultural Arts Camp.

In addition to a full winter indoor recreation program at the 13 recreation centers, figure skating and competitive ice hockey are provided at Jack Adams Arena.

The Operations Division operates four (4) senior sites for recreational, educational and socialization programs for senior citizens.

The division conducts activities for physically challenged and mentally impaired adults and participates in and supports the Cerebral Palsy Games and the Windsor International Indoor Sports Games for physically-challenged athletes.

The division extends cooperation and organizational expertise, loans equipment to hundreds of private organizations, industry and special groups who are planning and sponsoring art fairs, festivals, exhibits and competitions. Special Events, Hart Plaza Programs and the Riverfront Festivals are among the special activities coordinated by the Operations Division.

Belle Isle

Belle Isle, a 1,000 acre historic island park hosts over ten million visitors each year. The island houses a variety of tourist attractions, including: an aquarium, a zoo, a flower conservatory, a nature center and a nautical museum. However, Dossin Museum is a part of the Historical Society. The Detroit Police Department and the U.S. Coast Guard also have personnel posts located on Belle Isle.

A canal system and a virgin forest wooded area offer the ideal natural habitat for hundreds of Canadian Geese, ducks and other wildlife.

In addition to five miles of scenic shoreline, with panoramic views of Windsor and

Detroit and a close-up look at Great Lakes freighters traveling along the Detroit River, Belle Isle Offers visitors their choice of golf, tennis, handball, fishing, bicycling, running, nature trails, ice skating, playground and picnic activities.

Belle Isle Park Administration handles picnic shelter reservations for large-scale family reunions and corporate picnics; scheduling and support services for hundreds of Recreation Department and community-sponsored special events; and conducts its own softball leagues, golf tournaments, and a beach volleyball program. Floricultural staff at the Anna Scripps Whitcomb Conservatory present flower shows annually. Belle Isle staff and volunteers host the Halloween Extravaganza.

Individuals or groups may rent the casino, the band shell, Flynn Pavilion and other facilities on the island for special occasions. Many couples have arranged weddings and receptions at the Conservatory.

Belle Isle also conducts revenue-producing activities for the department, whether through direct management or contractual arrangements.

Planning/Grants

Staff units provide specialized services for the Recreation Department and other City departments and agencies. Capital grant applications, requests for proposals and contract bid packages are prepared by the Planning Design's Construction Management Unit. The Unit oversees Capital projects totaling millions of dollars annually and prepares the Department's Five Year Capital Agenda. This Unit is responsible for maintaining property records and handling new property acquisitions, leases and sales. The Landscape Design Unit prepares drawings and technical specifications for a variety of projects; completes design studies, cost estimates and construction plans for department projects; prepares and administers contract bids, awards and permits; and conducts inspections during the implementation of projects. The Design Unit prepares drawings and technical specifications for a variety of projects; prepares and administers contract bids, awards and permits; and conducts inspections during the implementation of projects. The Unit prepares graphic materials; and provides landscape design services and review for other City departments.

General Information

The Recreation Department can provide assistance on the following:

1. Recreational programs and facilities.
2. Maintenance and upkeep of recreational property and buildings.
3. Requests for additional programs and facilities.
4. Expertise in the area of leisure services to groups and organizations.
5. Information on Federal and State-funded programs being administered by this department.
6. Information on property and buildings under the Department's jurisdiction.

The Recreation Department has a limited stock of flyers and brochures on topics such as recreation center activity schedules, Belle Isle, Detroit Recreation Camp, fishing sites, and special events. These may be requested by letter or phone.

Recreation Centers

Map No.	Name	Location	Phone
116	Adams/Butzel	10500 Lyndon (48238)	935-3119
483	Clemente	2631 Bagley (48216)	224-0228
423	Considine*	8904 Woodward (48202)	876-0131
190	Crowell	16630 Lahser (48219)	578-8011

101	Delray*	420 Leigh (48209)	297-9333
300	Farwell	2781 E. Outer Drive(48234)	628-2028
175	Heilmann	19601 Crusade (48205)	224-9334
229	Kemeny	2260 South Fort (48217)	628-0956
99	Lasky	13200 Fenelon (48212)	852-4287
234	Lenox	100 Lenox (48215)	628-2036
187	Lipke	19320 Van Dyke (48234)	628-0937
138	Patton	2301 Woodmere (48209)	628-2001
500	Williams	8431 Rosa Parks Blvd. (48206)	628-2039
499	Young	2751 Robert Bradby Dr. (48207)	877-8008

* Operated through Partner

Outdoor Pools (Summer Only)

Brennan Pool	Rouge Park	653-0621
Gatliff Pool	Palmer Park	852-4002

Multi-Service Centers

Butzel Family Center	7737 Kercheval (48214)	628-2100
Northwest Activities Center	18100 Meyers (48227)	578-7500

All-City Venues

Belle Isle Conservatory	E. Jefferson & E. Grand Blvd.(48214)	852-4065
Belle Isle White House	E. Jefferson & E. Grand Blvd. (48214)	628-0281
Chene Park	Foot of Chene at Atwater	393-7128
Eastern Market	2934 Russell Street (48207)	833-9300
Historic Fort Wayne	6325 W. Jefferson (48209)	628-0796
Rouge Stables*	11701 Burt Rd. (48228)	838-2727

Waterfront Locations

Hart Plaza	E. Jefferson & Woodward (48226)	877-8057
Henderson Marina	E. Jefferson & Marina Dr.) (48214)	628-2034
Riverside Launch Ramp	Foot of W. Grand Blvd. (48216)	224-1824
St. Jean (Reids) Ramp	St. Jean Street	255-3847

Golf Courses

Belle Isle Driving Range	E. Jefferson & E. Grand Blvd (48214)	821-5428
Chandler Park	12801 Chandler Pk. Dr. (48213)	331-7755
Palmer Park	19013 Woodward (48203)	883-2525
Rackham	10100 W. Ten Mile Rd. (48070)	(248) 543-4040
	Huntington Woods	
Rouge Park	11701 Burt Rd. (48228)	837-5900
Rouge Driving Range	21061 Plymouth Rd. (48228)	852-4086

* Operated through Partnership

SENIOR / CONSUMER ADVOCACY DIVISION

(A Branch of Human Services)

18100 Meyers, Suite 105

Northwest Activities Center, 48235

(313) 224-1000 (313) 224-6995 Consumer Complaints

The mission of the Senior/Consumer Advocacy Division is to serve as an advocate

through, planning and research, while monitoring and coordinating departments to provide direct and indirect services to our seniors. This will help ensure that the senior citizen population of our community is better able to attain and/or maintain lifelong dignity and independence.

Aim

The department's aim is to enhance the quality of life for Detroit senior citizens through the delivery of services designed for the elderly. Those services, provided in conjunction with various federal, state and city agencies, include: disseminating information on issues and services affecting seniors; referrals to health screening services, assistance in obtaining government benefits; information and outreach services for Spanish-speaking elders; assessing the needs of Detroit's elder population and coordinating senior citizens-related special events. The department also promotes the active involvement of seniors in the life and health of their neighborhoods.

Special Events (313) 224-4904

The Senior Citizens Department Special Events Unit plans Community Awareness Forums, Educational Forums, Safety and Health Awareness Program and Social Functions. This unit is organized to provide seniors with the opportunity to expand their social relationships and remain active participants in the community.

Outreach and Assistance, (313) 224-5444

The Outreach and Assistance Unit (O&A), a federally funded program mandated by the 1965 Older Americans Act, is the senior's link to the community. O&A provides information and telephone assistance to older persons seeking human and social services, such as:

Various informational flyers, brochures, etc.

Assistance with the chores

Locating jobs and housing

Consumer Advocacy

The Consumer Advocacy Division provides high-quality and user-friendly service to consumers and businesses through education, mediation and investigation. It protects the citizens of Detroit against dishonest business practices in the sale of goods and services and provides consumer advice and assistance to the public.

DETROIT DEPARTMENT OF TRANSPORTATION (DDOT)

1301 E. Warren Ave. (48207)

(313) 933-1300

Hearing Impaired: 313-834-3434

Michigan Voice Relay (from 8 am - 4 pm): call 800-649-3777

Web site: www.RideDetroitTransit.com

History

The Detroit Department of Transportation was established as a municipally owned and operated transportation system under the Detroit City Charter - Detroit City Code Reference 7-1401. As Detroit celebrated its 300th Birthday in 2001, DDOT marked its 79th anniversary of providing public transportation to city of Detroit residents.

The City of Detroit, through the Department of Street Railways (DSR), began operating public transportation services during the early 1920's. During this period, service consisted of street railway cars and eventually bus services. In 1937, to increase the flexibility of transit services within the City, bus service was substituted for streetcars. Eventually, streetcar service

was phased out in 1956. On November 19, 1962, trolley coach operation was discontinued. However, on September 20, 1976, four newly restored trolley cars from Lisbon, Portugal returned to operate on Detroit's Washington Boulevard as a transportation attraction. In later years, more trolleys were added to the fleet, giving a total of nine trolley cars. The downtown trolley service (along with the trolleys) was retired in 2003.

Today, under the restructured 1974 Detroit city charter, the Detroit Department of Transportation (DDOT), is the major bus transit carrier in Southeastern Michigan as well as the largest transit carrier in the entire State of Michigan. DDOT is responsible for operating transportation equipment (including scheduling of service, performing necessary maintenance and repairs to buses and service vehicles), and maintaining, repairing and replacing all DDOT properties, including buildings, structures, systems and bus shelters.

Facilities

DDOT's primary facilities include the Headquarters Building (Central Administration), Heavy Repair Structure, Plant Maintenance, and three Satellite Terminals with accompanying garages. Facilities used for major bus passenger traffic and layover purposes are the Cadillac Square Transit Center, the State Fairgrounds Transit Center and Capitol Park. Additional transfer sites are located at Northland, Eastland, and Fairlane Town Center.

Our locations:

Main Office

1301 E. Warren Ave. (48207)

T: (313) 933-1300

Fax: 313-833-5523

Coolidge Terminal

14044 Schaefer (48227)

T: 313-628-0751

Fax: 313-898-8022

Gilbert Terminal

5600 Wabash (48208)

T: 313-628-0755

Fax: 313-898-7174

Holiday Bus Schedules

All services are on a "Sunday" schedule on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

Lost and Found Inquiry

If you have lost or found any items on DDOT coaches, please contact the Customer Information Service Center at (313) 933-1300 or (888) DDOT-BUS (336-8287).

The Customer Service Representative will refer your inquiry to the appropriate bus terminal. Recovered items will be held for 30 days; bus terminal hours are from Monday - Saturday, 10:00 a.m. - 4:00 p.m. If you find lost articles on the bus, please notify the coach operator immediately.

Automated Telephone System

For your added convenience, an interactive voice response unit (automated telephone system) will be accessible 24 hours daily, 7 days a week, for the following services:

- 1-888-DDOT-BUS (336-8287)
- Trip planning assistance

Shoemaker Terminal

5149 St. Jean (48213)

313-628-0718 (Temporarily Closed)

Fax: 313-852-4888 (Temporarily Closed)

Rosa Parks Transit Center

360 Michigan Ave. at Cass Ave. (48226)

313-933-1300

Fax: 313-833-5523

State Fair Transit Center

Woodward Ave. at Eight Mile Rd.

313-933-1300

Fax: 313-933-1300

- General route information
- Scheduling information
- Requesting pocket-size schedules
- Leaving your comments or suggestions
- For easy access to route schedule information, you will need to know the route number of the desired bus(es).

Submitting Comments, Suggestions or Accolades

Your responses are important to us at DDOT. It helps us improve our services. We recommend written correspondence as the most effective means of communication.

Please print and complete the Customer Response Form. Return completed forms to the address listed below. You can also contact the Customer Service Information Center at (313) 933-1300. Your name, telephone number and address are needed if you require a response to your comment(s) or complaint(s).

Upon receipt, complaints are given a reference number. You will receive an acknowledgment card in approximately 3-7 business days; the findings of the investigation will follow in approximately 30 days.

Report Accidents & Vandalism

To report an accident in which you were involved or a witness, please contact:

- City of Detroit Law Department
Claims Section
(313) 224-4550

An investigator will be assigned to your case. Please write down the information that you would like to report. Include the following, if known:

- Bus Number, route, time of occurrence, location and direction traveling and witnesses (name and telephone numbers)

Motorists should also report any accident with a coach resulting in injury or property damage to their insurance company.

Vandalism

Help stop vandalism and other crimes. A reward is available (\$50) for information leading to the conviction of anyone found guilty of the following crimes:

- Malicious destruction of DDOT property
- A holdup of or inflicting bodily harm or injury to a DDOT employee while on duty

Promptly mail information to:

Detroit Department of Transportation
Vandalism & Other Crimes
1301 E. Warren Ave.
Detroit, MI 48207

Attention: Customer Service Office

MetroLift PARA-TRANSIT SERVICES

DDOT has completed major innovations to its MetroLift service that provides independence to thousands of disabled individuals who use DDOT. MetroLift allows riders with disabilities to schedule trips directly from their homes or other locations to wherever they want to go within DDOT's service area. This service is offered to all riders in DDOT's service area that are certified under the Americans with Disabilities Act as being unable to use fixed-route buses and service. DDOT has expanded its service from using a single contractor with 60 wheelchair accessible vehicles to a new model that uses three experienced transportation

contractors operating 220 to 240 vehicles daily. The result is an additional 5,000 MetroLift riders per month, and the end of the old practice of denying some ride requests when there were not enough vehicles available. The change has also increased the number of MetroLift riders who receive direct service from their home to their destinations, in addition to other benefits for our customers.

American with Disabilities (Ada) anti-discrimination POLICY

The Detroit Department of Transportation (DDOT) ensures the right of all to participate in programs and services we provide. All DDOT passengers will be treated equally and will not be excluded from participation in, denied the benefits of, or subjected to discrimination under any federally funded program or activity on the grounds on RACE, COLOR, or NATIONAL ORIGIN, as protected by Title VI of the Civil Right Act of 1964.

Any person who believes he/she has experienced discrimination MAY FILE a COMPLAINT WITHIN ONE HUNDRED-EIGHTY (180) DAYS following the date of the alleged discriminatory action. The complaint should include a description of the alleged action, the complainant's name, address, and telephone number.

File your complaint:

In Writing:

Detroit Department of Transportation
ADA Office
1301 E. Warren
Detroit, MI 48207

By Telephone:

Detroit Department of Transportation
Customer Service Center
(313) 933-1300
(888) DDOT-BUS (Toll Free for calls outside (313) 834-3434 (TDD/TTY)

By E-mail:

DDOTtitle6@detroitmi.gov

For more information on Title VI, visit our Web site: www.RideDetroitTransit.com

ADOPT-A-SHELTER PROGRAM

“Making Detroit Beautiful. Making it last.”

The Detroit Department of Transportation (DDOT) is sponsoring an Adopt-A-Shelter Program to improve cleanliness and safety within our neighborhoods. DDOT needs your help with removing litter at and around sheltered DDOT transit bus stops. The Adopt-A-Shelter Program establishes a partnership between volunteers and DDOT. Volunteers may choose to “adopt” one or more bus shelters within their community or designated school district. The Adopt-A-Shelter program is community focused and has many benefits:

- You contribute to the appearance of your neighborhood
- A nice, clean, safe and secure shelter for all riders
- Community pride and public recognition is received for your efforts

On a monthly basis, your responsibilities as a shelter adoptee will include:

- Clean shelter windows
- Sweep shelter area; inside and outside
- Notifying DDOT for rubbish/trash pickup
- Advise DDOT of damage, graffiti, or other problems

Whether you are a DDOT rider or simply a concerned member of the community, adopting a

DDOT bus shelter is an opportunity to contribute to an improved environment for everyone. Adoptors' efforts are appreciated by so many people – seniors, students, and visitors. Call 313.933.1300 for additional information.

For additional information, contact DDOT's Customer Service Office or visit our Web site at www.RideDetroitTransit.com.

WATER AND SEWERAGE DEPARTMENT

735 Randolph (48226)

(313) 964-9150

Pursuant to the City Charter, the Water and Sewerage Department, which is governed by a seven-member Board of Water Commissions, provides water and wastewater treatment services within and outside the City.

The City Charter provides that the Board shall periodically establish equitable rates for retail and wholesale water and wastewater services. The Board also authorizes and executes all service and construction contracts. Certain contracting and other policy-making powers of the Board are subject to the approval or rejection of the City Council and the approval or veto of the Mayor.

The members of the Board of Water Commissioners are appointed by – and serve at the pleasure of the Mayor. The members serve four-year terms and the terms are staggered so that not more than two members' terms expire each year. Board members must be citizens of the United States and residents of Michigan. The Detroit City Charter provides that at least four members of the Board must be residents of the City. The Board, therefore, consists of four city residents, plus three members representing suburban wholesale customers. Commissioners serve on the Board on a voluntary basis; they receive no financial compensation for their services.

The department is organized into seven operating groups:

Asset Maintenance, Engineering Services, Financial Services, Information Technology and Systems Integration and Operations, Public Affairs, Wastewater Operations and Water Supply Operations.

The department is staffed so that various groups provide services for both the water and sewerage systems.

The Detroit Water and Sewerage Department is a not-for-profit agency. All monies paid to the City for the water and wastewater services rendered by the department are used exclusively for the payment of expenses incurred in providing those services, including the interest or principal of any obligations issued to finance the water supply and sewage disposal facilities of the City.

EMERGENCY 24-HOUR SERVICE-for water main breaks, leaks, low or no water pressure, flooded basements, or damaged fire hydrants. (313)267-7401

CUSTOMER SERVICE/MAIN NUMBER-regarding new service, shutoffs, bills, or accounts. (313)267-8000

The Customer Service number handles all customer calls; in-person arrangements can be made at three Customer Service Centers:

- DOWNTOWN-Water Board Building, 735 Randolph (Bates Street entrance);
Monday-Saturday, 8:30am-4:30pm (closed Saturday, noon-1pm)
- EASTSIDE-13303 E. McNichols (1 ½ blocks west of Gratiot);
Monday-Friday, 9am-5pm

- WESTSIDE-15600 Grand River (1 block west of Greenfield);
Monday-Friday, 9am-5pm; Saturday-8:30am-4:30pm

INDUSTRIAL WASTE CONTROL

(313)297-5850

OTHER ASSISTANCE AND ADMINISTRATION

(313)964-9000

The department provides two community outreach service programs through its Public Affairs Division. One, a **Speakers Bureau**, is available to schools, community organizations, neighborhood associations and organized groups. The bureau provides knowledgeable staff members whose presentations include career information, department operations and wise water usage for both daytime and evening meetings. At least a two-week advance reservation is required and requests must be in writing. Requests should be sent to the Public Affairs Division, 735 Randolph, Suite 1001, Detroit MI 48226. More information on the Speakers Bureau is available at (313) 964-9576, or email public.affairs@dwsd.org.

The other community outreach program is **Plant Tours**. Tours are provided for school groups and professional organizations from March through May and during September and October. Tour groups must have a minimum of five people and are limited to a maximum number of 40 people. A two-week advance reservation is required. Requests for tours can be made by telephone or by emailing public.affairs@dwsd.org. Please be advised that, due to safety concerns, children must be at least 12 years of age to be allowed on a tour and those under 18 must be accompanied by adult escorts. More information on Plant Tours is available at (313) 964-9575.

Brochures and pamphlets regarding the department's services and operations are available for free in limited quantities from the Public Affairs Division. Also, this information, as well as more detailed information, can be found on the department website at www.dwsd.org. (Detroit City Charter Secs. 7-1501 to 7-1503; city Code Chapter 56, Articles 2 and 3)

ZONING APPEALS, BOARD OF

212 Coleman A. Young Municipal Center (48226)

(313) 224-3595

FAX (313) 224-4597

The Board of Zoning Appeals consists of seven members appointed by the City Council for a term of three years. Members must be United States citizens, residents of the City of Detroit and not members of any other city board, department, commission or any other division of city government. Members may be removed for cause by the Council only after consideration of written charge and a public hearing. Any vacancies are filled by Council for the remainder of the unexpired term.

The Board of Zoning Appeals was established by City Council in accordance with Michigan State Law to hear and decide appeals from, and review any order, requirement, decision, or determination made in the enforcement of the City of Detroit Zoning Ordinance. The Board of Zoning Appeals allows for special cases to be heard where the exact execution of the terms of the zoning ordinance would be overly limiting.

Although the board has certain discretionary powers in making its decisions, these powers have definite limits. The board must always comply with powers granted to it by the local zoning ordinance and state enabling act. Also, the board is not authorized to reverse or adjust any order or decision which conforms to the provisions of the Zoning Ordinance.

The Board of Zoning Appeals hears and decides appeals from, reviews any order,

requirement, decision or determination made by an administration official charged with the enforcement of the zoning ordinance. They are also charged with accepting appeals from decisions made by the Buildings, Safety Engineering and Environmental Department's Hearing Officer.

QUASI-JUDICIAL (Interpreting the Law/Appeals & Variances-Board of Zoning Appeals

- Interpretation of the ordinance (text & map)-Appeals of administrative decisions (Hardship relief petitions and dimensional variances)

- Appeals of special land uses

- Nonconforming uses/structure

Appeals of the Board of Zoning Appeals are made at the Circuit Court level and are not subject to review or modification by the local legislative or administrative bodies.

The Board of Zoning Appeals meets every Tuesday at 9:00am, in the Erma Henderson Auditorium, 13th floor, Coleman A. Young Municipal Center. Special meetings are called as necessary. All meetings are open to the public. The Board of Zoning Appeals Rules of Procedure is available upon request.

(Detroit City Charter Sec. 7-403; Official Zoning Ordinance Sec. 61-2-41)

DETROIT ZOO/BELLE ISLE NATURE CENTER

8450 West 10 Mile Road

Royal Oak, MI (48068)

(248-541-5717)

BACKGROUND INFORMATION

The Detroit Zoo and Belle Isle Nature Center are owned by the City of Detroit and operated by the non-profit Detroit Zoological Society.

DETROIT ZOO

The Detroit Zoo is one of Michigan's largest family attractions, hosting more than 1.25 million visitors annually. Situated on 125 acres of naturalistic exhibits, it provides a natural habitat for more than 3,000 animals representing 260 species. Opened in 1928, the Detroit Zoo was the first zoo in the United States to use barless exhibits extensively.

Accredited by the Association of Zoos & Aquariums, the Detroit Zoo features many award-winning exhibits including the Wildlife Interpretive Gallery, National Amphibian Conservation Center, Great Apes of Harambee and Arctic Ring of Life, which was named the number-two best zoo exhibit in the U.S. by the Intrepid Traveler's guide to "America's Best Zoos".

The Wildlife Interpretive Gallery is home to the Butterfly and Hummingbird Garden, a tropical indoor habitat featuring hundreds of butterflies from Center and South America. Adjacent to the Free-flight Aviary, the facility also features a 90-seat theater and showcases the Zoo's permanent fine art collection.

The National Amphibian conservation Center is a \$6-million, 12,000 square foot facility situated on a two-acre Michigan wetland area and pond called "Amphibiville". The exhibit boasts a spectacular diversity of frogs, toad's salamanders, newts and caecilians. The Wall Street Journal dubbed the attraction "Disneyland for toads".

The Great Apes of Harambee is a four-acre indoor/outdoor habitat which houses chimpanzee, Western lowland gorillas and drills. The animals spend their days foraging,

grooming and playing just as they would in their native African environment.

The Arctic Ring of Life is North America's largest polar bear exhibit. The \$13.6 million four-acre interactive facility features the Frederick and Barbara Erb Polar Passage, where visitors walk through a 70-foot long clear underwater tunnel as polar bears and seals swim around them.

Among other highlights at the Detroit Zoo are the expansive Australian Outback Adventure featuring a walk-through with kangaroos and wallabies, the Giraffe Encounter where guests can feed the Zoo's tallest creatures, the Penguinarium (the first facility of its kind created specifically for penguins), the iconic Horace H. Rackham Memorial Fountain, the Tauber Family Railroad and the Ford Education Center which houses the Wild Adventure Ride and the Wild Adventure 3-D/4-D Theater.

The Detroit Zoo is located at the intersection of Ten Mile Road and Woodward Avenue in Royal Oak, MI. It is open daily 9am to 5pm April through Labor Day (until 8pm Wednesdays during July and August), 10am to 5pm the day after Labor Day through October and 10am to 4pm November through March (closed on Thanksgiving, Christmas and New Year's Day). Admission is \$11 for adults 15 to 61, \$9 for senior citizens 62 and older and \$7 for children ages 2 to 14; children under 2 are free.

BELLE ISLE NATURE CENTER

The Belle Isle nature Center encompasses approximately 20 acres of undisturbed forested wetland on Belle Isle in Detroit MI. The Nature Center provides year-around educational, recreational and environmental conservation opportunities for the community.

A Deer Encounter, where fallow deer that once roamed the island can be fed by visitors, is part of a multi-phase project to convert the former nature center on Belle Isle into a facility focusing on Michigan wildlife, flora and fauna. The Nature Center also includes a renovated 100-seat auditorium, a turtle exhibit featuring native Michigan turtles, an indoor beehive allowing year-round viewing of bee behavior, a spider exhibit and a Creation Station for children's educational programming.

Future plans for the Nature Center include more nature trails, small mammal exhibits, aquatic life exhibits, a wetland pond and an amphitheater.

The Belle Isle Nature Center is open daily 10am to 5pm year-round (closed on Thanksgiving, Christmas and New Year's Day); admission is free.

DETROIT ZOOLOGICAL SOCIETY MISSION STATEMENT

- Demonstrate leadership in wildlife conservation and animal welfare.
- Provide a broad audience with outstanding and unique educational opportunities that lead to the appreciation and stewardship of nature.
- Inspire our community with engaging, meaningful and memorable experiences.
- Provide innovative facilities that contribute to the region's economic vitality.
- Demonstrate organizational excellence consistent with a commitment to outstanding service, progressive resource management and environmental leadership.

DETROIT ZOO FEES

Admission/Parking Fees:

Adult, 15-61 \$11; Child, 2-14 \$7; Senior, 62+ \$9; Military (with ID) \$9; Under 2 free; Members free

Cars/Vans-\$5; Buses \$8; (Parking fees are paid at Admission)

Wild Adventure Ride:

\$3

Wild Adventure 3-D/4-D Theater:

\$3

Miniature Railroad:

\$3 one-way (Daily May-September; weekends in October)

Giraffe Encounter:

\$5 (Limited feeding opportunities daily late spring through early fall; check website for times)

Convenience Rentals:

Single Stroller \$7 (plus \$1 deposit); Double Stroller \$9 (plus \$1 deposit); Wagon \$8 (plus \$1 deposit); Wheelchair \$10 (valid driver's license required as deposit); Electronic Convenience Vehicle \$25 (valid driver's license required as deposit: reservations NOT accepted)

Picnic Site Rental:

\$100; (Tented sites for a catered event available for additional charge. Please contact our Events manager at 248-541-5717, ext. 3305).

Group Admission Rated:

Call 248-541-5717 and press 3 to make a group reservation, Mon.-Fri., 8am to 5pm or Sat.-Sun., 10am to 4pm. To receive Group Admission rates, a reservation must be made at least two weeks in advance and the group must enter together, with one person paying for the entire group.

School Group Rate (Nursery/Pre-School/College)

Groups receiving School Group admission rates must provide one adult (18 + years old) chaperone per 10 students and chaperones must stay with students at all time regardless of age. Students found without a chaperone will be held in the Security Office.

School Groups:

Students \$5; Adult Chaperone \$5

Groups (non-school) 20 or more:

Adults, 15-61 \$9.50; Seniors, 62 + \$8; Child, 2-14 \$6, Under 2 free

Groups (non-school) 500 or more:

Adults, 15-61 \$8.50; Seniors, 62 + \$7.50; Child, 2-14 \$5.50; Under 2 free

Seniors Citizen Groups (20 or more) \$5 per person:

Disabled Groups are not required to have a minimum group number.

Group Reservations:

Are not available on Sundays, Memorial Day, Independence Day or Labor Day. The Detroit Zoo is closed Thanksgiving Day, Christmas Day and New Years Day. **(Subject to change without notice.)**

SPECIAL EVENTS

A number of special days are scheduled each year for the enjoyment of Detroit Zoo visitors. The following is a list of annual events. Also, be sure to check the Zoo's website at www.detroitzoo.org for additional events, dates and times or call 248-541-5717.

January, February, March: Wild Winter Weekends

Escape to the Detroit Zoo this winter and experience an exciting daytime adventure. Wild Winter Weekends are a unique and fun way to see the magic of animals in winter, indoors and out and enjoy many family oriented activities.

April: Bunnyville:

Guests can hop along the bunny trail collecting treats and enjoying entertainment and costumed characters.

May: Meet Your Best Friend at the Zoo

Visitors to the Detroit Zoo can adopt a loveable pet at the world's largest off-site companion animal adoption program, a collaborative effort with the Michigan Human Society

and local animal welfare organizations.

June: Sunset at the Zoo

The Detroit Zoological Society's annual fund-raiser is held after hours and is the highly anticipated summer kick-off. Each year a special exhibit or animal is celebrated at Sunset. The event features a strolling supper provided by metro Detroit's area restaurants.

July and August: Wild Summer Nights Concert Series 6:30pm-8pm

Enjoy a special evening at the Zoo every Wednesday night in July and August. Bring a picnic basket and relax to the sound of a live band. Featuring a variety of music from children's, folk, jazz and pop and rock, there is truly something for everyone! Concerts are included with regular Zoo admission.

October: Zoo Boo

Zoo Boo is the Detroit Zoo's annual Halloween event, offering a safe and "merry not scary" environment. The event features a half-mile cleverly decorated trick or treat trail that winds throughout the park. Live, friendly entertainment sets a festive mood. This event is always a sell out!

GENERALIZED CITY OF DETROIT INFORMATION
CITY SEAL



The design of the City seal was adopted March 26, 1827. It commemorates the fire of June 11, 1805.

The mottoes are:
"SPERAMUS MELIORA"
(We hope for better things)

and

"RESURGET CINERIBUS"
(It shall rise again from the ashes)

(See Common Council Journal for March 26, 1827, Page 54 and March 2, 1954)
POPULATION OF DETROIT

U.S. Census

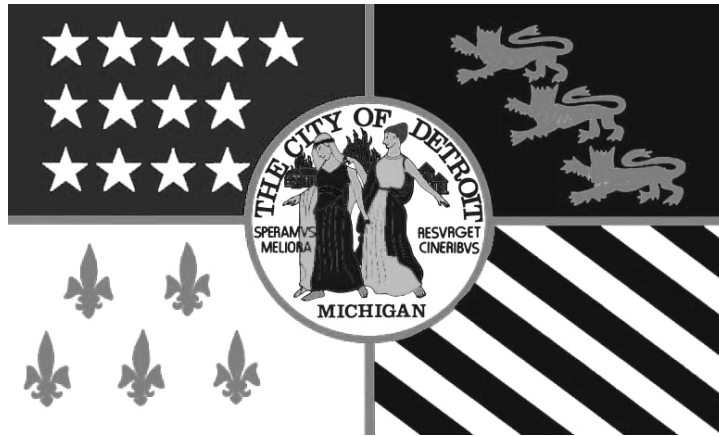
1900.....	285,704	1950.....	1,849,568
1910.....	465,766	1960.....	1,670,144
1920.....	993,739	1970.....	1,511,482
1930.....	1,586,662	1980.....	1,203,368
1940.....	1,618,549	1990.....	1,027,974
2000.....	951,270	2005.....	Estimate 886,671
AREA:.....		2009.....	Estimate 910,920
139.6 square miles			

ELEVATION ABOVE SEA LEVEL

600 feet – Old City Hall site

641 feet – 8 Mile and Woodward Avenue

OFFICIAL FLAG OF THE CITY OF DETROIT



In 1907, David E. Heineman, then alderman of the first ward, designed a city flag and had a sketch made, the original of which is in the Art Museum.

On April 20, 1948, the Common Council officially adopted the flag as designed, which has the official seal in the center and is surrounded by the 13 stars of the original American flag and symbols from both the French and English flags in commemoration of the pioneers of Detroit.

On October 25, 1974, the flag design based on the sketch of David E. Heineman, but which incorporate a more accurate version of the city seal, complete with the words “City of Detroit” and “Michigan”, was adopted by the City Council as the one and only official design for the flag of the City of Detroit.

CITY AND SCHOOL TAX RATE

The City of Detroit administration and the Detroit Board of Education are by law separate entities, each possessing the authority to determine its own budget and tax rate within limits set by state law.

The City of Detroit tax rate is computed annually by dividing the tax levy as determined

by the Mayor and the City Council by the total assessed valuation of real and personal property.

The Detroit Board of Education tax rate is computed separately. The tax levy is determined annually by the school board.

SPIRIT OF DETROIT



On the Woodward Avenue facade of the Coleman A. Young Municipal Center stands the great Symbol Wall which identifies the building and its purpose. On its 36ft. by 45ft. Vermont marble surface are carved the official Seals of the County of Wayne and the City of Detroit, each measuring 10 ½ feet in diameter.

Below these is the carved inscription from II Corinthians 3:17 – “Now the Lord is that Spirit and where the Spirit of the Lord is, there is Liberty” –which expresses the very meaning and spirit of the activities which the building was designed to house.

Furthering and completing this theme is the monumental bronze figure in front of the wall. This huge kneeling figure towers 16 feet above the ground and with its curving marble pedestal, completes the Symbol Wall design.

The sculpture was designed by Marshall M. Fredericks to continue the thought indicated in the inscription and express in its conception the spirit underlying all human ideas the relationship of God to man. The main figure, cast of green painted bronze, represents the universal spirit of man as an expression of God, holding in the left hand the symbol of God, executed in gilded bronze, in the right hand a family group, mother, father, child, probably the noblest human relationship, also in gilded bronze.

The Symbol of the Deity was chosen by the sculptor after much research and consultation from many, many symbols used throughout history to depict the Almighty. The most significant have been incorporated in the design of which the sphere is the central point, chosen because it is an object complete in itself with no beginning and no end. The rays emanating from the sphere represent all light and life as coming from one central point.

The sculpture was dedicated in September, 1958.

